



Housing & Resource Specialist Job Description

Nashville International Center for Empowerment (NICE), established in 2005, is a nonprofit 501 (c) 3 community base organization dedicated to ensure refugees and immigrants achieve their full potentials now and for generations to come. The Housing & Resource Specialist will report to the Reception & Placement Program Manager. The Housing & Resource Specialist will coordinate and perform all services in establishing housing for newly arriving refugees and be responsible developing partnerships with vendors to secure housing items. **This is a full-time 40+ hour position (40% administrative, 60% labor intensive)**

Major Responsibilities:

- Develop and maintain relationships with apartment complexes and other housing resources
- Develop relationships with companies, organizations, and individuals to secure quality housing items through purchase or in-kind donations
- Complete apartment bookings and utility set ups for new arriving families
- Coordinate apartment set ups with staff and volunteers
- Schedule and lead apartment set ups - ability to lift and move heavy items (75lbs +) repeatedly
- Schedule, pick up, and deliver furniture donations in 18' box truck
- Ensure refugee families are provided all required household items and all paperwork and receipts are processed
- Organize and maintain a donation storage unit
- Effectively communicate with refugee families, staff, supervisor, donors and volunteers
- Support Resettlement program and fellow Reception & Placement case managers as needed
- Attend staff and program meetings as scheduled
- Other duties as assigned

Requirements:

- Ability to work under pressure and adhere to deadlines in a fast-paced environment
- Excellent time management skills and ability to prioritize tasks
- Strong written and oral English proficiency (attention to detail with paperwork)
- Ability to drive 18' box truck and lift/move items over 75lbs repeatedly
- Strong interpersonal and verbal communication skills
- Ability to work as part of a team and independently
- Knowledge of MS Office, working in databases, internet and email
- Willingness to work non-traditional hours on occasion, such as nights and weekends
- Ability to work as part of a diverse team

- Reliable transportation
- Previous experience working with refugees preferred but not required
- Undergraduate degree preferred but not required
- Candidates that can speak any of the following: Swahili, Kinyarwanda, Arabic, Dari, Spanish, Burmese or Nepali preferred but not required

Job Type: Full-Time

Salary Range: \$35,000-\$37,000

Benefits: Paid holidays, vacation and PTO, health care reimbursement and 401k

TO APPLY: Send cover letter and resume to careers@empowernashville.org.

Qualified candidates will be contacted for an interview. No calls or emails. Applications without requested information will not be considered.

APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.

NICE is Equal Opportunity Employer