



NASHVILLE INTERNATIONAL
Center for Empowerment

Vaccine Outreach Specialist

Nashville International Center for Empowerment (NICE), established in 2005, is a nonprofit 501(c)(3), ethnic community based organization, dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come. The Vaccine Outreach Specialist will report to the Health Education Program Manager. The Specialist will be responsible for all federal, state, city, and private foundation grant outcomes tied to vaccine education and outreach. NICE continues to serve the Nashville area immigrant and refugee families with its COVID-19 vaccine efforts through the development of a comprehensive Trusted Messengers team. This team is responsible for sharing information about COVID-17 vaccines and boosters to hard-to-reach immigrant and refugee communities in the Nashville area. The Specialist will bolster the work done by the Trusted Messengers. This is a full time, 40 hours per week position.

Major Responsibilities:

- Coordinates the delivery of outcomes in support of grants that include vaccine education elements, including the United Way, HCA Healthcare, the Tennessee Department of Health/Office of Minority Health/Health Disparities Elimination, Protecting Immigrant Families (PIF), Office of Refugee Resettlement (ORR), and Tennessee Office for Refugees (TOR) grants and other future funding sources which may supplement this area of expertise
- Works with the Health Education Program Manager to ensure that canvassing goals are met
- Campaigns to expand the reach of our Trusted Messengers team by making new linkages to communities not accessed
- Supports and coordinates COVID-19 vaccine and booster events in Davidson, Rutherford, and Sumner counties with COVID-19 targeted immunization drives and workshops with low-income underserved refugees and immigrant populations
- Continues to maintain current mobile clinic partnerships and supports the growth of new mobile clinic partnerships within Davidson, Rutherford, and Sumner counties
- Maintains up-to-date knowledge and eligibility criteria on all vaccination sites in the area ranging from vaccine storage capacity, immunization best practices, administration, etc.



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- Effectively engages community members through door-to-door conversations and outreach events to provide accurate information on COVID-19 including prevention and vaccine/booster access
- Schedules community members for COVID-19 vaccination/booster appointments, arranges for their transportation if needed
- Uses technology tools to ensure accurate data entry
- Supports the material resource needs of the Trusted Messengers and community outreach events by securing translated CDC COVID-19 booklets (and other resources) to be distributed to refugees and immigrants
- Completes daily and weekly reports on progress to ensure goals are met for all metrics
- Represents the vaccine outreach efforts with professionalism and ethical conduct
- Successfully completes required training on the COVID-19 vaccine, scheduling process, COVID-19 safety, and canvassing database
- Protects and maintain privacy and confidentiality
- Strong verbal communication skills
- Experience working with marginalized populations
- Traveling within Davidson, Rutherford, and Sumner counties is required
- Other duties as assigned

Successful Candidates will demonstrate:

- Ability to work in a diverse team environment, across programs, to achieve outcomes
- Development of new and/or leverage of existing outside partnerships, to achieve outcomes
- Evidence of project management capability
- Ability to manage multiple projects simultaneously each with unique donor specified timelines
- Capability to effectively manage key relationships both within our organization and outside our organization with both donors and partners

Requirements:

- Excellent written and oral communication skills
- Bachelor's Degree (preferably a degree in Public or Community Health Education, Certified Medical Assistant (CMA), or Certified Nursing Assistant (CNA))



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- 3+ years of related public health education experience, health related datasets, and population surveys
- Documented work authorization
- Position requires availability to work irregular hours. Occasional evening and weekend work may be required as job duties demand
- Experience with diverse population groups preferred

Job Type: Full Time

Salary Range: \$38,000-\$40,000

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

Preferred Start Date: On or before Sept 19, 2022

To Apply:

Send a 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.

Nashville International Center for Empowerment does not and shall not discriminate on the basis of race, ethnicity, color, religion (creed), gender, gender identity/expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors and vendors.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED