



NASHVILLE INTERNATIONAL
Center for Empowerment

Youth Education Program Manager

Nashville International Center for Empowerment, 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 Youth Education Program Manager will report to the Director of Education and will work closely with education program staff. This is a full time, 40 hour position.

Major responsibilities:

- Oversee Youth Education activities and events
- Oversee intake and enrollment processes for new and returning students
- Supervise all Youth Education staff, volunteers, and interns
- Supervise the process for evaluations of all Youth Education sites
- Maintain an internal audit process of all program-specific data
- Provides monthly report of key performance indicators
- Foster existing relationships with Youth Education partners
- Supports the Director of Education with establishing internal processes, policies, and procedures that are responsive to ongoing program monitoring evaluation.
- Contribute to the design and implementation of the Youth Education curriculum
- Contribute to the Staff Development plan for Youth Education team members
- Assist in timely and effective communication with community partners as well as donors
- Assist with program reports to donors, leadership, and governance board
- Attend training and professional development as directed by the Director of Education

Successful candidates will demonstrate:

- Ability to work and manage a diverse team.
- Ability to work under pressure and adhere to deadlines
- Ability to shape collaborations and partnerships with others
- Ability to plan, prioritize, manage, control and execute tasks on timely matters
- Ability to present a strong interpersonal and verbal communication skills
- High levels of motivation, self-reliance, and independence
- Knowledge of positive youth development and effective teaching practices for ELLs
- Knowledge of CCRS and ELP standards

Requirements:

- Confidentiality concerning donors, clients, and interoffice communication
- Responsiveness to the requests of donors, clients, and volunteers

- Strong written and oral English proficiency
- Willingness to work non-traditional hours on occasion, such as nights and weekends
- Familiarity with Microsoft excel, information databases, internet and email
- Commitment to live and work in Nashville, Tennessee
- Reliable transportation

Experience:

- Minimum 3 year's relevant work experience AND a Bachelor's degree
- Experience in supervisory or management positions
- Experience working in primary or secondary education, community outreach, or nonprofit work preferred
- Experience with diverse population groups preferred

COMPENSATION: Salary, paid vacation and holidays, medical reimbursement

Job Type: Full-time

Salary Range: \$40-43,000

Contact Information and Procedure:

Send cover letter, résumé, and salary range to careers@empowernashville.org. Qualified candidates will be contacted for an interview. No calls. Applications without requested information will not be considered.

APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.

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.