



**Youth Education Site Coordinator
Margaret Allen Middle School**

Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to ensure refugees and immigrants achieve their full potential now and for generations to come. The Youth Education Site Coordinator will report to the Youth Education Program Manager and will work closely with education program staff. This is a full time, 40 hour position.

Major Responsibilities:

- Provides oversight, including teaching, to middle school after school programs and summer youth programming
- Contributes to curriculum for Middle school youth programs to support enhanced academic achievement, particularly in the subject of literacy
- Collects quantitative data to show the growth of students enrolled in the programs
- Develops relationships with school staff and community partners
- Maintains a culturally sensitive and supportive environment for students
- Manages student behavior to ensure quality instruction
- Conducts outreach to recruit students for programming
- Demonstrates accurate knowledge of TN state standards, testing, and accountability
- Arranges transportation for all applicable programming
- Completes all required NAZA trainings
- Supports the Youth Impact Team in Cultural Awareness trainings provided to partners
- Provides intensive case management support to newly arrived-refugee families in order to support their integration into the local school system
- Facilitates school orientations for resettled refugee families
- Assists all newly-arrived refugee minors with school enrollment
- Acts as Liaison between newly arrived-refugee families and the MNPS School District
- Coordinates school orientations for resettled refugee families
- Confidentiality concerning donors, clients, and interoffice is expected
- Responsiveness to the requests of donors, clients, and volunteers is required
- Reports to Youth Education Program Manager

Successful candidates will demonstrate:

- Ability to work in a diverse team.
- Ability to work under pressure and adhere to deadlines
- Ability to plan, prioritize, manage, control and execute tasks on timely matters
- Ability to present a strong interpersonal and verbal communication skills
- Have high levels of motivation, self-reliance, and independence
- Knowledge of positive youth development and effective teaching practices, especially for English Language learners

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
- Availability Monday through Thursday from 4pm to 6pm for in-person programming

Experience:

- Minimum 3 year's relevant work experience AND a Bachelor's degree
- Experience in a school setting, instructional position, or nonprofit organization required
- Experience with diverse population groups preferred

COMPENSATION: Salary, paid vacation and holidays, medical reimbursement

Job Type: Full-time

Salary Range: \$37,500-39,000.00

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.