



## **Communications Coordinator**

*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 Communications Coordinator will work alongside the NICE development staff to increase awareness of the organization's work through marketing, media outreach, and community engagement. The Communications Coordinator reports to the Director of Development & Communications. This is a full time, 40-hour position.*

### **General Key Responsibilities:**

#### **95%**

- Help develop content for sharing on website, newsletters, and social media
- Engage with staff to develop key messaging, themes, style, and target audience and defining appropriate communication channels
- Maintain organization's website
- Ensure alignment and consistency in brand strategy and communication execution
- Develop relationships with media members and secure media opportunities for the organization
- Research marketing and media strategy
- Develop content for fundraising campaigns
- Assist with community outreach event organizing efforts

#### **5%**

- Assist with internal communications and intra-agency information systems maintenance

### **Successful candidates will demonstrate:**

- Ability to work with a diverse team
- Ability to plan, prioritize, manage, and complete tasks with strict deadlines
- Ability to remain flexible and responsive to evolving departmental needs
- Strong interpersonal and verbal communication skills
- High levels of motivation, self-reliance, and independence

### **Requirements/Competencies:**

- Excellent interpersonal skills and the ability to effectively communicate with individuals and groups
- Excellent written and oral English proficiency
- Experience with public speaking
- Proficient in Microsoft Office Suite or Google Workspace
- Skilled in writing and visual design
- Experience scheduling and conducting interviews
- Passion for storytelling and meaningful communication
- Position requires availability to work regular hours. Occasional evening and weekend work may be required as job duties demand
- Ability to work independently in a fast-paced environment
- Ability to work and connect with individuals from diverse backgrounds

**Experience:**

- At least 2 years of experience developing communications content through visual and written platforms

**Compensation:**

- Job Type: Full-Time
- Salary Range: \$40,000-\$45,000/yr

**Benefits:**

- Paid holidays, vacation and PTO, health insurance, and 401k

Contact Information and Procedure:

*Send resume, statement of interest, and relevant work samples/portfolio to max@empowernashville.org. Qualified candidates will be contacted for an interview. No calls. Applications without the 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 staff members, clients, volunteers, subcontractors, and vendors.*

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