

Internship Title: Matching Grant Intern

Organization Description/Website/Address:

<http://www.empowernashville.org>

417 Welshwood Drive, Suite 100

Nashville, TN 37211

Internship Description/Purpose/Learning Objective: The Match Grant Intern will support the Match Grant (MG) Program. The MG program is a partnership with the Office of Refugee Resettlement (ORR). Our goal is to help clients attain self-sufficiency by finding a job within 180-240 days (6-8 months) after the arrival date or eligibility date, without public cash assistance. The internship provides the opportunity to meet people from diverse backgrounds and cultures. Our goal is to help our clients adjust to life in the United States. Interns will enhance/develop their problem solving, teaching, communication skills, and use creativity in meeting the needs of NICE clients.

Preferred Competencies: The candidate should be self-motivated and interested in refugee work. The candidate should be organized with great attention to detail. Candidate should have a basic understanding of Microsoft Office programs, effective oral communication and written skills, and the ability to work with clients from diverse backgrounds. An ideal candidate will have language experience in Spanish, Burmese, Karen, Arabic, Somali, Farsi, Dari, Swahili, Kinyarwanda or Kurdish.

Training: Attend initial orientation meetings with the Program Manager. Attend on-going trainings, as required by the manager.

Responsibilities:

- Assisting in maintaining files and case notes
- Assisting with client enrollments and orientations
- Assisting in cultural orientations (training in financial literacy, grocery shopping, assisting in using food stamps, etc.)
- Assisting in short-term goals (job training, referrals to ESL classes)
- Assisting in pre-employment activities (resume preparation, filling out applications, interview preparation, public transportation training, transporting clients to and from job fairs, application drop-offs and job interview drop-offs as needed)
- Assisting in post-employment activities and services (assisting in job retention, job follow-up, coaching and assistance for improvement)
- Other duties as assigned

Time Commitment/Schedule: We are looking for individuals able to work for at least three hour increments and give preferential placement to those who can intern more than once a week (approximately 15 hours a week). The internship duration will be 3-6 months, depending on individual availability.

Dress code: Business casual

Physical Requirements: N/A

Travel Required: Office, home visits with clients, occasional transportation for clients (see above responsibilities)

Working Conditions: Primarily office based (some off-site work as needed)

Supervisor: Mulki Mohamud

Associate Manager of Match Grant

mulki@empowernashville.org

(615) 315-9681 Ext 3010

Location: The Nashville International Center for Empowerment

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