



Employer Engagement 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 Employer Engagement Coordinator will report to the Employment and Cash Assistance Program Manager. Employer Engagement Coordinator will support both the Matching Grant (MG) program as well as the Refugee Support Services (RSS) program. Both are employment programs with cash assistance components.

This position will serve clients from all over the world: Ukraine, Democratic Republic of Congo, Afghanistan, Myanmar, Sudan, and many more. This role will have an impact not only at NICE, but the Nashville area as a whole, in helping to ensure employers are equipped to be high quality employers for the refugee community and that refugees have the proper employment and life skills to become self-sufficient and achieve sustained social and economic well-being. **This a full time, 40+ hour per week position.**

Major Responsibilities:

- Build partnerships with new employers, as well as maintaining existing ones
- Outreach and advocacy regarding transportation, childcare, etc.
- Assist caseworkers in “filling the gaps” for their clients – problem solving transportation, childcare, pay rates, shift times, etc. to ensure best possible employment opportunity
- Represent NICE at community events
- Collaborate with other refugee resettlement agencies in Nashville on employer meetings, trainings, events, etc.
- Build and maintain partnerships with employment training programs
- Ensure client usage of employment training programs
- Coordinate Job Readiness Workshops for newly arrived clients, including managing transportation
- Lead Job Readiness Workshops and assist with updating and creating new trainings as needed
- Develop formal NICE/employer partnership process
- Collaborate with Development team on fundraising
- Manage employer data tracking for use by Employment Specialists
- Contribute to grant reporting requirements
- Provide follow-up services for clients, including administering surveys
- Maintain confidentiality with clients

- Create documentation for procedures
- Providing transportation for clients as needed
- Additional duties as assigned

Successful candidates will demonstrate:

- Strong commitment to social and economic justice
- Ability to think creatively and strategically
- High levels of motivation, self-reliance, and independence
- Strong advocacy skills
- Confident public speaking ability
- Excel/Google Sheets experience
- High levels of organization and attention to detail
- Ability to work with a diverse team
- Ability to plan, prioritize, manage, and complete tasks on a deadline
- Ability to remain flexible and responsive to evolving program needs
- Strong interpersonal and verbal communication skills

Requirements:

- Excellent written and oral English proficiency
- Advanced computer and typing skills
- Demonstrated knowledge of databases and data systems, especially federal and state
- Knowledge of current TANF, social service, employment/labor, and welfare issues and trends preferred but not required
- Candidates that can speak any of the following: Ukrainian, Russian, Swahili, Kinyarwanda, Arabic, Dari, Spanish, Burmese, or Nepali are preferred but not required
- Reliable transportation

Experience:

- Must hold a Bachelor's Degree
- Minimum 2-3 years of experience in non-profit settings

Job Type: Full-Time

Salary Range: \$39,000-\$45,000

Benefits: Paid holidays, vacation and PTO, healthcare, dental, vision, and 401k

To Apply:

Send 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