



### **Employment Specialist**

*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 Employment Specialist will report to the Associate Program Manager. The Employment Specialist will provide employment support for all program clients.*

*The Employment Specialist will work directly with the other self-sufficiency case manager(s)/specialists along with clients to determine employment. This role will help refugees obtain the resources and life skills to become self-sufficient and achieve sustained social and economic well-being. **This is a full time, 40 hour position.***

#### **Major Responsibilities:**

- Responsible for maintaining a caseload of clients seeking employment
- Responsible for developing and maintaining relationships with employers
- Responsible for designing and coordinating clients' job preparedness
- Assisting clients in the job search process, including applications
- Providing transportation as needed for interviews and orientation
- Maintaining effective communication with other social service providers outside of NICE as it pertains to clients
- Provide referrals to other departments as needed
- Ensuring good working relationships and clear communication with clients and employers, as well as maintaining NICE's network of stakeholders
- Providing individual assessments for clients and follow-up services during eligibility period
- Provide training for clients as needed, such as bus training and resume building
- Complete appropriate paperwork and maintain client files
- Provide transportation as needed
- Maintain confidentiality with clients
- Additional duties as assigned

#### **Successful Candidates will demonstrate:**

- 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



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*Center for Empowerment*

- High levels of motivation, self-reliance, and independence
- Attention to detail

**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: 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:** \$37,000-\$40,000

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

**Number of positions available:** 2

**To Apply:**

Send cover letter and resume to [careers@empowernashville.org](mailto: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