



## **Refugee Reception & Placement Intern**

*Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come.*

**Title of Position:** Refugee Reception & Placement Intern

**Internship Period:** Fall 2023 (approximately 10 weeks, dates negotiable)

**Purpose:** Nashville International Center for Empowerment (NICE) serves refugees, asylees, and immigrants from all over the world coming to the Nashville area. NICE serves this population by providing assistance with resettlement, employment, education, health, mentorship, and other community resources.

The Reception & Placement (R&P) Department serves new arrivals to the country in their first 90 days here, providing a variety of services to set a family up for success in the US to the best of our ability. The R&P Intern will assist the department in the preparation and implementation of services for our new arrivals including but not limited to housing set-up, transportation arrangements, critical appointments, and connecting clients to necessary resources.

**Commitment:** Minimum of 10-15 hours per week; consistent availability at hours between 8am-5pm; specific schedule to be negotiated with supervisor.

**Duties:**

- Housing set-up; housing arrangements
- Transportation arrangements
- Helping to organize critical appointments
- Connecting clients to necessary resources
- Communicating with the R&P team, as well as other NICE staff members, about resettlement status updates and needs
- Helping to direct R&P volunteers
- Maintaining detailed records
- Research as needed; communication with community partners or potential partnerships

**Requirements:**

- Proficiency in Microsoft Office Programs
- Ability to work independently in a fast-paced environment
- Great verbal & written communication skills
- Attention to detail and time management skills
- Reliable with sensitive information

- Cultural awareness and respect for our neighbors with diverse cultural and religious backgrounds

**Preferences:**

- Experience working with diverse populations
- Multi-lingual abilities, especially in the following languages: Dari, Pashto, Farsi, Arabic, Egyptian/Sudanese Arabic, Kurdish, Swahili, Kinyarwanda, Kinyamulenge, Kinyabwisha, Acholi, Somali, Tedim, Karen, Burmese, Chin-Mindat, Nepali, Tigrinya, Kunama, Ukrainian, or Spanish.
- Interest in refugee resettlement, social work, nonprofit, multicultural studies, immigration law, or related field.

**Training:**

Attend an initial orientation meeting with the program manager. Attend ongoing training as required by the supervisor. Participate in performance evaluations as needed.

**Location:**

417 Welshwood Dr, Suite 100, Nashville, TN 37211; and others as specified by supervisor.

**Supervisor:**

This position answers to the Reception & Placement Program Manager and/or R&P Department staff.

Please apply through NICE's Internship Application: <https://forms.gle/xeYTuok9oi9c8Ryq9>. Any additional questions can be directed to [volunteer@empowernashville.org](mailto:volunteer@empowernashville.org).