



- Title of Position:** Match Grant Program Intern
- Purpose:** Match Grant Interns support the Match Grant Program with the targeted goals of helping refugees and asylees become self sufficient.
- Requirements:** Dependable, prompt, organized, patient, non-judgmental, basic understanding of Microsoft Office Programs, good written and oral communication skills, ability to work with clients of diverse background and limited English language skills
- Training:** Attend initial orientation meeting with program coordinator. Attend on-going trainings as required by the coordinator.
- Location:** 417 Welshwood Drive, Nashville, TN 37211
- Time Commitment:** Minimum of 15 hours per week; Consistent availability Monday through Friday 8am -4pm; specific schedule to be negotiated with supervisor
- Duties:** Assisting in maintaining files and case notes
Assisting in cultural orientation:
- Training in grocery shopping and choosing healthy food
 - Assisting in using food stamps
 - Assisting in maintaining a clean home
- Assisting in pre-employment activities:
- Resume preparation, cover letter writing, and filling out applications.
 - Assisting clients in looking for jobs online and offline.
 - Interview preparation and transportation
 - Public transportation training
 - Transporting clients to and from job fairs, application drop offs
- Assisting in post-employment activities and services
- Assisting in job retention
 - Job follow-up
 - Coaching and assistance for improvement
- Supervisor:** This position reports to the Health and Matching Grant Coordinator

If interested in the position, please email a resume and application to volunteer@empowernashville.org