**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