



Newcomer Entrepreneur Intern

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 Newcomer Entrepreneur Intern will report to the Occupational Specialist and will work closely with education program staff.

Internship Period: August-December 2020

Purpose: Interns will contribute their time, skills, and expertise and in exchange will gain experience in strategy, business model development, and teaching social entrepreneurial skills for a non-for-profit organizations. The Entrepreneur Intern will support the Education Department and Development Department Staff.

Commitment: Minimum of 15 hours per week; Consistent availability Monday through Friday between 9am-5pm; Specific schedule to be negotiated with supervisor

Duties:

- Assist in development of a social enterprise business model for NICE's Newcomer Entrepreneur Program
- Perform research around similar models and teaching strategies
- Identify relevant classes at Nashville State Community College for budding entrepreneurs who are immigrants and refugees
- Research and contact local artisans to provide skills training to entrepreneur students
- Assist in the creation and implementation of curriculum to instruct immigrants and refugees on social entrepreneurial skills
- Assist in brand development and marketing efforts for Newcomer Entrepreneur Program

Requirements:

- Proficiency in Microsoft Office Programs
- Proficiency in G Suite

- Ability to work independently in a fast paced environment
- Demonstrated effective communication skills

Preferences:

- Knowledge of business and entrepreneurial skills
- Previous experience creating a business model
- Marketing and brand development experience
- Graphic design skills

Training: Attend an initial orientation meeting with the program manager. Attend on-going training as required by the manager. Participate in mid-semester and end-of-semester performance evaluations.

Location: Remote Work

Supervisor: This position answers to the Occupational Specialist.

If interested in the position, please complete the [intern application](#) or email volunteer@empowernashville.org with questions.