



NASHVILLE INTERNATIONAL  
*Center for Empowerment*

### **Youth Education Assistant Manager**

*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 Youth Education Assistant Manager will report to the Education Manager and will work closely with education program staff. This is a full time, 40 hour position.*

#### **Major responsibilities:**

- Oversee Youth Education activities and events
- Oversee intake and enrollment processes for new and returning students
- Supervise all Youth Education staff, volunteers, and interns
- Supervise the process for evaluations of all Youth Education sites
- Maintain an internal audit process of all program-specific data
- Contribute to the design and implementation of the Youth Education curriculum
- Coordinate culture exchange program
- Act as Liaison between newly arrived-refugee families and the MNPS School District
- Coordinate school orientations for resettled refugee families
- Assists Resettlement Department with school enrollments for newly-arrived minors.
- Assist in timely and effective communication with community partners as well as donors
- Assist with the submission of program reports to donors, leadership, and governance board
- Attend training and professional development events as directed by the Education Program Manager

#### **Successful candidates will demonstrate:**

- Ability to work and manage a diverse team.
- Ability to work under pressure and adhere to deadlines
- Ability to shape collaborations and partnerships with others

- Ability to plan, prioritize, manage, control and execute tasks on timely matters
- Ability to present a strong interpersonal and verbal communication skills
- Have high levels of motivation, self-reliance, and independence

**Requirements:**

- Confidentiality concerning donors, clients, and interoffice communication
- Responsiveness to the requests of donors, clients, and volunteers
- Strong written and oral English proficiency
- Willingness to work non-traditional hours on occasion, such as nights and weekends
- Familiarity with Microsoft excel, information databases, internet and email
- Commitment to live and work in Nashville, Tennessee
- Reliable transportation

**Experience:**

- Minimum 3 year's relevant work experience AND a Bachelor's degree
- Experience in supervisory or management positions preferred
- Experience working in primary or secondary education, community outreach, or nonprofit work preferred
- Experience with diverse population groups preferred

**COMPENSATION:** Salary, paid vacation and holidays, medical reimbursement

**Job Type:** Full-time

**Contact Information and Procedure:**

Send cover letter, résumé, and salary range to [careers@empowernashville.org](mailto:careers@empowernashville.org). Qualified candidates will be contacted for an interview. No calls. Applications without requested information will not be considered.

**APPLICATIONS WILL BE RECEIVED UNTIL THE POSITION IS FILLED.**