



“Uniting For Ukraine” (UHP)/REA (Cubans & Haitians) Administrative Assistant 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: “Uniting For Ukraine”/REA (Cubans & Haitians)

Administrative Assistant Intern

Purpose: Assist with filling out paperwork, scheduling appointments with clients, and calling clients to check-in with them about their needs

Commitment: Tuesdays and Thursdays, between the hours of 9 AM and 4 PM. As many hours as can be committed to, but a minimum of 10 hours per week. Alternate days can be negotiated for the right candidate.

Duties: Administrative Assistance:
- Call/email clients and coordinate times for them to come into our office or have home visits with their assigned Caseworker
- Call/email clients and ask a series of questions to ensure their needs are being met. Ascertain what issues they might be experiencing and communicating needs to their assigned Caseworker
- Call/email clients to let them know about upcoming events they might be interested in taking advantage of
- Pre-filling paperwork with readily available information in order to save our Caseworkers time that can otherwise be spent assisting the client
- Looking at case notes for clients to ensure that Caseworkers have documented their activities properly

Requirements:
- General knowledge of Google Business Apps
- General knowledge of MS Office/Office 365
- Comfortable speaking Ukrainian and/or Russian and/or Spanish and/or Haitian Creole, OR using an interpreter service

Location: - Can work remotely sometimes or at the NICE office

Supervisor: This position answers to: Danny Coleman - UHP/REA Associate Program Manager

To apply, please fill out the Internship Application, and direct any questions to the Volunteer & Training Coordinator at volunteer@empowernashville.org.