



Refugee Resettlement 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: Refugee Resettlement Intern

Purpose: Nashville International Center for Empowerment (NICE) serves refugees, asylees, and immigrants from all over the world coming to the Nashville area. NICE serves this population by providing assistance with resettlement, employment, education, health, mentorship, and other community resources.

NICE's Resettlement team welcomes newly-arrived refugees at the airport, provides them with a home-cooked meal, and begins to orient them to their new life. We take care of everything they need upon arrival, such as finding and furnishing a new home, scheduling initial medical screenings, enrolling in all eligible social services, and finding a job. Made up of the Reception and Placement (R&P), Benefits, Refugee Support Services (RSS), Match Grant (MG), and Employment programs, NICE's Resettlement team is here to break down barriers. We work to ensure that the transition from life as a refugee to a life of self-sufficiency in America goes as smoothly as possible.

The Refugee Resettlement Intern will support our programs with community-facing services and outreach, and/or administrative tasks and data entry.

Commitment: Minimum of 10-15 hours per week; consistent availability at hours between 8am - 5pm; specific schedule to be negotiated with supervisor.

Duties May Include: Assist case managers with the provision of core services, including health screenings, applying for social security cards, public benefits, medical care, school enrollment, and other required services.

Participate in housing set-up; provide essential post-arrival support, (transportation, food, clothing, etc.)

Maintain detailed records of client interactions and program data; practice client confidentiality and protect sensitive information.

Assist with client transportation as needed.

Assist with program enrollments and intake appointments for eligible clients.

Coordinate volunteers, transportation, and curriculum for client training events like Job Readiness Orientation, Cultural Orientation, resume workshops, and bus training.

Collaborate with the employment team to complete client job applications, coordinate start dates and onboarding, and provide ongoing support to refugee job seekers.

Make referrals to other departments and social service providers as needed.

Research international affairs, current news, U.S. politics, potential community partnerships, and local policy updates as needed.

Communicate with the resettlement team, as well as other NICE staff, about resettlement status updates and needs.

Requirements:

Proficiency in Google Workspace / Microsoft Office Programs
Strong digital literacy
Ability to work independently in a fast-paced environment
Great verbal and written communication skills
Attention to detail and time management skills
Respect for people with diverse cultural and religious backgrounds

Preferences:

Experience working with diverse populations.
Multilingual abilities, especially in the following languages: Dari, Pashto, Farsi, Arabic, Sudanese Arabic, Kurdish, Swahili, Kinyarwanda, Karen, Burmese, Tedim, Nepali, Tigrinya, Somali, Kinyamulenge, Kinyabwisha, Ukrainian or Spanish.
Interest in refugee resettlement, social work, nonprofit management, multicultural studies, immigration law, or related fields.
Current driver's license and access to reliable transportation preferred.

Training

Attend an initial orientation meeting with the program manager. Attend ongoing training as required by the supervisor.

Location:

417 Welshwood Drive, Suite 100, Nashville, TN 37211; and others as specified by the supervisor.

Supervisor:

This position reports to the applicable program manager, and/or Resettlement Department Staff.

To apply, please fill out the [Internship Application](#), and direct any questions to the Volunteer & Training Coordinator at volunteer@empowernashville.org. **All internship positions are unpaid.**