



## **Workforce Coordinator Job Description**

Nashville International Center for Empowerment (NICE), 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.

The Workforce Coordinator is responsible for providing career coaching and developing workforce development initiatives for adult education students. The Workforce Coordinator reports to the Associate Manager of Workforce Services. This is a 40 hours per week, full time position.

### **General Responsibilities:**

- Coordinate workforce development services including Integrated Education & Training, pre-apprenticeships, workplace literacy, career coaching and employability seminars
- Contribute to the documentation of workforce services including applications, objectives, career plans, and partnership agreements
- Assist in development and implementation of new workforce development classes
- Lead workplace literacy classes
- Supervise part time workforce instructors
- Provide career coaching to adult education students
- Develop supplementary curriculum materials to promote workforce readiness skills in all adult education classes
- Manage new and existing relationships with employers, schools and workforce training providers
- Attend training and professional development events as directed
- Work with the adult education team to analyze program data and identify opportunities for program improvement

### **Requirements:**

- Must hold a Bachelor's Degree in Education, Social Work, or related field
- Minimum 1 year experience in educational setting
- Experience in English Language instruction preferred
- Bilingual candidates encouraged to apply

### **Salary & Benefits:**

- **Job Type:** Full time
- **Salary Range:** \$43,000-\$45,000
- **Benefits:** Paid holidays, vacation and PTO, health insurance, dental, vision, and 401(k)

### **To Apply:**



NASHVILLE INTERNATIONAL

*Center for Empowerment*

Send a cover letter, resume, and two professional references to [careers@empowernashville.org](mailto:careers@empowernashville.org).

Applications without the requested information will not be considered. Qualified candidates will be contacted for an interview. No calls or emails.

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

*Nashville International Center for Empowerment does not and shall not discriminate on the basis of race, ethnicity, color, religion (creed), gender, gender identity/expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, and vendors.*