



Refugee Benefits 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 Benefits Intern

Purpose: NICE's Refugee Benefits program supports recently arrived refugees to effectively use and maintain benefits that they need to support their families. Specifically, we focus on Department of Human Services benefits like SNAP (also known as Food Stamps) and TANF (also known as Families First). As well as, public health benefits such as TennCare and WIC.

Commitment:

Minimum: 10 hours/week

Maximum: 15 hours/week

2-3 days per week (9:00am-1:00pm); flexibility with hours to be discussed with supervisor.

Duties:

- Provide benefits education, making sure that all families resettled with NICE understand their SNAP, TANF, TNCare & WIC benefits.
- Help with the paperwork necessary to get, maintain, and track the benefits that our clients need.
- Assist with planning, organizing, and implementing benefits orientations and other presentations
- Support processes to enroll families in the refugee benefits program
- Support client communications through phone calls and texts
- Organize important documents related to benefits
- Support clients with relevant benefit applications
- Transport clients, where needed
- Share information about benefits at community events
- Assist with program evaluation, through administering surveys
- Additional responsibilities as assigned

Requirements:

- Strong written and verbal English proficiency
- Proficiency in Microsoft Office Programs
- Reliable transportation
- Effective communication skills
- A commitment to supporting refugee and low-income communities and an interest in learning more



Preferences:

- Experience working with diverse populations
- Knowledge of and familiarity with refugee communities and/or relevant experience
- Language skills (Dari, Pashto, Arabic, Kinyarwanda, Swahili, Spanish, etc - not a requirement)
- Interest in the field of social services or social work

Training: Attend an initial orientation meeting with the program manager. Attend ongoing training as required by the supervisor. Participate in performance evaluations as needed.

Location: 417 Welshwood Dr, Suite 100, Nashville, TN 37211

Supervisor: This position answers to the Refugee Benefits Manager, Kimberly Haines

Please apply using the Internship Application form, and direct additional questions to the Volunteer & Training Coordinator at volunteer@empowernashville.org.