



Social Services 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: Social Services Intern

Purpose: The purpose of the Social Services Intern is to support the Refugee Social Services team. The Refugee Social Services Program provides case management services to refugees and SIV holders who are within their first 5 years in the U.S. Case management includes, employment assistance, rental assistance, health navigation, benefits navigation and resources and referrals.

Commitment:

Minimum: 10 hours per week

Maximum: 20 hours per week

All hours will take place during normal business hours. Remote work is not available.

Duties:

- Assist case management with client case filing both electronic and physical files
- Assist clients with job applications and pre-employment paperwork
- Assist with developing resumes for clients seeking employment
- Assist with collecting data and information from clients
- Assist with program intakes and enrollments
- Support team members to accomplish tasks within deadlines
- Conduct client surveys over the phone with clients, often with the use of translators.
- Conduct community surveys over the phone with partners.
- Additional responsibilities as assigned.
- Reliable transportation and insurance

Requirements:

- Strong written and oral English proficiency (attention to detail with paperwork)
- Effectively communicate with individuals from diverse cultural, religious, and language backgrounds
- Reliable transportation

Preferences:

- Experience working with diverse populations
- Candidates that can speak any of the following: Swahili, Kinyarwanda, Arabic, Dari, Spanish, Burmese

Supervisor: This position reports to the Associate Director of Social Services

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