



Youth Education Site 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 Youth Education Site Coordinator will support education programs, work closely with education program staff, and report to the Youth Education Associate Manager. This is a 40-hour/week, full-time position.

Major Responsibilities:

- Provide instructional support, including teaching that emphasizes English literacy and social emotional learning, to promote academic achievement and success in the U.S. school system
- Prepare lesson plans and supportive environments that are culturally responsive to the needs of learners in middle school after-school programs and summer youth programs
- Record and monitor student attendance and student progress while managing student behavior
- Develop relationships with school staff and community partners
- Conduct outreach to recruit students for programming
- Coordinate volunteers and interns to support students and programs
- Maintain accurate knowledge of TN state standards, testing, and accountability
- Arrange transportation for applicable programs
- Complete all required trainings and support Cultural Awareness presentations
- Facilitate school orientation for newly arrived-refugee families, assist minors with school enrollment, and provide case management as needed
- Assist the Youth Education department as needed, and maintain regular communication with program staff

Successful candidates will demonstrate:

- Commitment to the success of refugees and immigrants
- Ability to work with a diverse team & diverse clients
- Passion for working with and empowering multicultural youth
- Ability to manage stress in healthy ways
- Ability to plan, prioritize, manage, and complete tasks to meet deadlines
- Effective, professional, and prompt communication skills
- High levels of motivation, self-reliance, and independence
- Ability to troubleshoot/problem-solve
- Confidentiality concerning donors, clients, and interoffice communication
- Knowledge of ESL teaching strategies

**Requirements:**

- In-person availability Monday through Thursday from 4pm to 6pm
- Familiarity with Microsoft Office or Google Suite; internet, email, and college-level digital literacy skills; experience with information databases such as Salesforce preferred
- Commitment to live and work in Nashville, Tennessee
- Reliable transportation, valid US driver's license, and safe driving record
- Authorized to work in the US

Experience:

- Minimum 1 year relevant work experience with qualification or 4 year's equivalent work experience
- Bachelor's degree preferred; Qualification to teach English Language Learners preferred
- Experience working with youth, a school setting, instructional position, youth camp, or nonprofit organization preferred
- Experience with refugee populations, cultures, and languages from Latin America, Africa, the Middle East, Asia, Afghanistan, and Ukraine highly desired

Salary & Benefits:

- **Job Type:** Full-time
- **Salary Range:** \$40,000-\$42,000
- **Benefits:** Paid holidays, vacation and PTO, health insurance, dental, vision, and 401(k)

To Apply: Send a cover letter, resume, and two professional references to 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.