



Youth Mentorship Program Support Specialist (Part-Time)

Nashville International Center for Empowerment (NICE), established in 2005, is a nonprofit 501(c)(3) ethnic community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come.

Primary responsibilities include providing culturally and linguistically responsive academic support to eligible youth ages 5–14 to promote successful school and community integration. For youth ages 15–24, responsibilities also include career and vocational support, life-skills development, civic engagement, and cultural preservation activities. Services are provided to eligible youth within their first five years of arrival in the U.S.

The Youth Mentorship Program Support Specialist (Part-Time) will report to the Youth Education Associate Manager and will work closely with the Youth Mentorship Coordinator. **This is a 20-30 hour per week part-time position.**

Key Responsibilities

- Facilitate and support recruitment and enrolment of eligible youth into the Youth Mentorship Program and maintain accurate eligibility and compliance documentation.
- Support program oversight, including maintaining case notes, client files, and related program paperwork in accordance with Youth Mentorship program policies.
- Serve as the RSI case worker for youth mentorship clients, providing coordination and follow-up as required.
- Maintain consistent communication and ongoing monitoring of mentor–mentee matches in collaboration with the Youth Mentorship Coordinator.
- Support the recruitment, onboarding, supervision, and training of volunteer mentors in collaboration with the Youth Mentorship Coordinator and the Volunteer & Training Coordinator, as needed.
- Support daily summer camp operations by assisting with activity facilitation, youth supervision, attendance tracking, and ensuring a safe and structured environment.
- Provide engagement support during summer camp programming, assisting with behavior support when needed, and helping implement program activities and schedules.
- Assist with tracking, documenting and monitor mentoring sessions and program metrics to support evaluation, quality improvement, and reporting requirements.
- Assist with administering surveys, collecting outcome data, and preparing reports for internal review and funder reporting.
- Assist with additional duties as assigned by program manager to support overall program operations.

Requirements:

- High school diploma or equivalent, mentoring, or youth-related programs; experience working with diverse populations.
- Experience working with children, youth, or adolescents (volunteer or paid)
- Strong communication and interpersonal skills
- Ability to build positive relationships with youth from diverse backgrounds
- In-person availability to work occasional non-traditional hours, such as evenings and weekends.
- Excellent knowledge of Microsoft Office suites and systems.
- Reliable transportation for enrollment and offsite meetings to support mentor-mentee pairings; valid US driver's license and safe driving record
- Authorized to work in the US.

Preferred:

- Some college coursework or degree in education, social work, psychology, or a related field
- Experience in mentoring, tutoring, youth programs, or community-based work
- Language skills (Dari, Pashto, Arabic, Kinyarwanda, Swahili, Spanish, etc - not a requirement)

Salary & Benefits:

- **Job Type:** Part-time
- **Compensation:** \$20 per hour, with continued summer hours to support summer camp programming)
- **Benefits:** PTO, 401(k) after 1,000 hours worked

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

Supervisor: This position works closely with the YE Mentorship Coordinator.

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.