



NASHVILLE INTERNATIONAL
Center for Empowerment

Youth Education Program Specialist 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 Program Specialist 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.**

General Responsibilities:

- Assist clients with school enrollment, school orientation, and case management support
- Manage a caseload of refugee students and families, providing individualized support based on program requirements
- Serve as an advocate and case manager for students' educational and social needs with teachers, administrators, and community partners
- Provide guidance and case management support to families on US school systems, policies, and community resources.
- Support Cultural Awareness presentations and Youth Education programs as needed
- Assist with mentorship support and referral for all enrolled eligible refugee youth
- Develop relationships with school district staff and community partners
- Provide instructional support to middle school after-school programs and summer youth programming
- Support the Site Coordinator in implementing student behavior plans
- Conduct outreach to recruit students for YE programs
- Support transportation for all applicable programming (if needed)
- Provide culturally sensitive support and guidance to enrolled youths
- Complete all required trainings
- Assist the Youth Education department as needed and maintain regular communication with program staff

Requirements:

- Strong written and oral English proficiency
- Willingness to work non-traditional hours on occasion, such as evenings and weekends
- Availability Monday through Thursday 4pm-6pm for in-person programming
- Familiarity with Microsoft Office suite, information databases, and email proficiency
- Experience working with youth, a school setting, instructional position, youth camp, or nonprofit

- organization preferred
- Experience with diverse population groups preferred
- Strong communication, relationship-building, collaboration, and teamwork skills
- Reliable transportation, valid U.S. driver's license, and safe driving record
- Must be authorized to work in the United States

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.