



Youth Mentorship 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: Youth Mentorship Intern

Purpose: NICE' community-based youth mentoring program is designed to encourage and support mutually beneficial, long-standing relationships between adult role models and New American children ages 5 to 15. We seek to ensure every new American/Immigrant youth gets high-quality and comprehensive academic support that is culturally and linguistically sensitive to address the needs of refugee youth and young adults to promote their positive civic and social engagement. Providing the social and vocational supports needed to ensure all refugee youth and young adults are well positioned on a path towards self-sufficiency and integration.

Commitment:

- **Minimum:** 15 hours/week
- **Maximum:** 20 hours/week
- Consistent availability Monday through Friday between 10 am- 6pm; **Specific schedule can negotiated with the supervisor.**

Duties:

- Assists with filling out registration forms and general enrollment of mentees into the mentorship program.
- Initiating and conducting home visits with interested clients for program enrollment, mentor pairing/introductory visit.
- Assist with observing volunteer mentor reports to evaluate performance, and to recommend changes that could strengthen mentoring skills.
- Assist with curriculum creation to support volunteer mentors.
- Assist volunteer mentors when the need arises.
- Research and prepare recommendations for social engagement, offering academic and career development advising at supervisor's request.
- Assist and interact with volunteer mentors in empowering new/existing immigrant and refugee children to learn how to navigate the system.
- Conduct or participate in meetings, and training designed to promote the academical, intellectual, social, and physical welfare of mentees.
- Organize creation and design of mentorship program materials in line with mentorship goals and objectives.
- Participates in the planning and implementation of mentorship program details as assigned.

- Assist youth in navigating in-person and online learning- develop individualized learning schedules and outcomes.
- Providing academic and social skill assistance, offer individualized support to English Learner students where needed.
- Provide the family and social welfare/referral services as needed.
- Provide day-to-day guidance and support to youth and/or volunteers as needed.
- Performs miscellaneous job-related duties as assigned.
- Assist in gathering data on the impact and effectiveness of the program.

Requirements:

- Proficiency in Microsoft Office Suites
- Reliable transportation
- Ability to work independently in a fast-paced environment
- Strong communication abilities
- Attention to detail and time management skills
- Eager to learn (self-motivated) and work
- Taking Initiative

Preferences:

- Experience working with diverse populations.

Training: Attend an initial orientation meeting with the program manager and mentorship coordinator. Attend ongoing training as required by the supervisor. Participate in mid-semester and end-of-semester performance evaluations.

Location: As specified by the supervisor.

Supervisor: This position answers to the Mentorship Coordinator, Hanna Mwanse

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