NASHVILLE INTERNATIONAL
Center for Empowerment

Youth Education Support Specialist (Part-Time)

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 Support Specialist (Part-Time) will support education programs, work closely with the Youth Education Site Coordinator, and report to the Youth Education Associate Manager. **This is an [8-10] hour per week part-time position.**

Key Responsibilities

- Provide instructional support for students in the NICE After-School Program at Wright Middle School
- Support the Site Coordinator in implementing lesson plans and managing students
- Communicate and collaborate with site staff to ensure smooth programming
- Recruit and enroll students in the after-school program
- Maintain accurate enrolment and attendance documentation
- Build positive relationships with youth and families from diverse backgrounds through culturally and linguistically informed support and guidance
- Complete all required trainings
- Assist the Youth Education department as needed and maintain regular communication with program staff

Requirements:

- High school diploma
- Experience tutoring, mentoring, or working in youth-related programs
- Availability Monday through Thursday 4pm-6pm following the MNPS calendar school year for in-person programming
- Strong English written and oral proficiency
- Familiarity with Microsoft Office and strong digital literacy 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:** Part-time
- **Compensation:** $21 per hour
- **Benefits:** PTO, 401(k) after 1,000 hours worked

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.