

# Tennessee Office for Refugees

*"Be not forgetful to entertain strangers: for thereby some have entertained angels unawares."*

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## **VISTA Service Opportunity Listing: Refugee Youth Mentoring Program Coordinator – Memphis, Tennessee**

Continue to help build a new youth mentoring program! The Tennessee Office for Refugees is seeking a VISTA member to develop and implement a Refugee Youth Mentoring Program in Memphis.

The Tennessee Office for Refugees (TOR) is a department of Catholic Charities of Tennessee responsible for the coordination and administration of the statewide refugee program. We partner with organizations that provide direct services to refugees and other eligible populations in and near Chattanooga, Knoxville, Memphis, and Nashville. This position is housed at World Relief Memphis.

The VISTA member will help lead the continued development and implementation of a new mentoring program for refugee youth and young adults ages 15 – 24 to increase their educational and economic opportunities. The VISTA member will increase the capacity of the local refugee services network by strengthening and expanding partnerships with key stakeholders, mentoring networks, volunteers, and refugee communities. The VISTA member will exercise research, analytical, and creative skills in developing program and training materials, and public speaking and group facilitation skills in providing orientations for program participants and training for volunteer mentors. The VISTA member will expand the scope of supportive services for refugees by recruiting, assessing, and matching participants with volunteer mentors. The VISTA member will develop data collection and analysis skills by utilizing a program database and using findings to inform program improvements. The VISTA member will evaluate program sustainability and pursue additional resources as needed including grant writing. The VISTA member will coordinate with other site-based VISTA members and the VISTA Leader.

We are looking for a self-starter who works well both independently and as part of a team. Eagerness to learn about refugees, mentoring, and all aspects of nonprofit program management and development are a must. Foreign language proficiency in a refugee language and significant intercultural experience is a plus. We are looking for a VISTA member with the ability to facilitate intercultural communication and to create an environment where differences are respected; the ability to exercise good judgment, curtesy, and tact in dealing with the public and staff; the ability to handle confidential information with extreme professionalism; attention to detail and adherence to deadlines; the ability to plan and organize work; the ability to follow tasks through to completion; effective interpersonal skills; strong written and verbal communication skills; and basic computer proficiency.

This is a great opportunity for a VISTA member who wants to develop leadership, program development and management, and community relations skills while making a real impact in the lives of refugee youth and young adults. Working within a refugee resettlement agency will offer the VISTA member the opportunity to work deeply and specifically on this project, as well as to gain knowledge of and contribute to a continuum of resettlement services. The VISTA member will be part of a six VISTA member cohort that will meet regularly for training and coordination. The VISTA member will travel to the National Mentoring Summit in January in Washington, DC. Professional development opportunities will be provided on an ongoing basis.

Start date is immediately! End date is one year from start of service. For more information, please email Nicole DeBaun-Phillips at [ndphillips@cctenn.org](mailto:ndphillips@cctenn.org).

Benefits for VISTA members include choice of Segal Education Award (\$6,095) or cash stipend (\$1,800), health coverage, relocation allowance (if you move 50+ miles from your home), child care, training, and bi-weekly living allowance.

**Terms of Service:** VISTA members must be 18 years old; be US Citizens, nationals, or legal residents; and successfully complete a criminal background check. VISTA is a full-time commitment. Political advocacy, organizing or demonstration while on VISTA duty, or while perceived to be on duty, is prohibited. Part-time work is allowable with permission from your supervisor. While public transportation is available, a car is recommended.