



VISTA Service Opportunity Listing Refugee Youth Mentoring Program Coordinator – Statewide

Help grow a youth mentoring program! The Tennessee Office for Refugees is seeking a VISTA member to coordinate and implement a statewide Refugee Youth Mentoring Program.

The Tennessee Office for Refugees (TOR) is a department of Catholic Charities, Diocese of Nashville 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.

The VISTA member will help coordinate the implementation of an on-going youth mentoring program focused on increasing educational and vocational opportunities for refugee youth and young adults ages 15 – 24. The VISTA member will develop leadership skills by serving as the liaison between TOR and partnering sites and supporting VISTA members placed in Chattanooga, Knoxville, Memphis, and greater Nashville. The VISTA member will increase the capacity of the refugee services network by strengthening and expanding partnerships with key stakeholders, mentoring networks, volunteers, and clients. The VISTA member will grow analytical and critical thinking skills while researching and developing program and training materials, and public speaking and group facilitation skills while providing orientations for participants and increasing program awareness. The VISTA member will expand the scope of supportive services for refugees by providing guidance for site-based coordinators in recruiting, assessing, and matching participants with volunteer mentors. The VISTA member will develop data collection and analysis skills by utilizing 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.

TOR is 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 with TOR will offer the VISTA member the opportunity to work specifically on this project, as well as to gain knowledge of and contribute to a statewide network of services. TOR is co-located within the Catholic Pastoral Center which houses all departments of the Diocese of Nashville and Catholic Charities, offering an opportunity for cross-department/agency collaboration and learning. Professional development opportunities will be provided on an ongoing basis. We offer the option to telework, in line with VISTA's guidance.

Start date is October 2021 and end date is one year from start of service. Apply for VISTA [here](#) and find this position listing [here](#). For more information, please e-mail Nicole DeBaun Phillips at ndphillips@cctenn.org.

Benefits for VISTA members include choice of Segal Education Award (valued at approximately \$6000) or cash stipend (\$1,800), health coverage, relocation allowance (if you move 50+ miles from your home), childcare subsidy, training, and bi-weekly living allowance. TOR offers ten days of vacation and one day per month of personal time as well as a generous holiday schedule.

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.