



**VISTA Service Opportunity Listing:
Tennessee Refugee Program Resource Development Coordinator**

Help Tennessee welcome more refugees! The Tennessee Office for Refugees is seeking a VISTA member to build and strengthen organizational capacity to serve refugees.

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 TOR, partner agencies, and key stakeholders develop and increase capacity to meet the needs of newly arrived refugees and other eligible populations. The VISTA member will engage in resource mapping and assessing needs to inform project direction. The VISTA member will develop and support communication pathways and opportunities for collaboration amongst stakeholders. The VISTA member will develop communication and marketing skills by developing program materials, utilizing social media and technology platforms, and raising public awareness about refugees and program offerings. The VISTA member will develop data collection and analysis skills by identifying key success indicators and measurement methods, using those to make improvement. 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 and all aspects of nonprofit program management and development are a must. 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 refugees. 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. 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.