



VISTA Service Opportunity Listing

English Language Instruction Tutor Program Coordinator

Help create an English Language Instruction program! The Tennessee Office for Refugees is seeking a VISTA member to increase the availability of English language Instruction (ELI) options for refugees in Tennessee.

Located in Nashville, the Tennessee Office for Refugees (TOR) is a department of Catholic Charities, Diocese of Nashville and is responsible for the coordination and administration of the statewide refugee program. TOR partners with organizations that provide direct services to refugees and other eligible populations in and near Chattanooga, Knoxville, Memphis, and Nashville. This position is a unique opportunity for an individual to develop leadership, program development and management, and community relations skills within the context of state-level refugee program administration.

The VISTA member will develop a state-wide in-home tutoring program that can be duplicated for partnering organization across Tennessee. The project will include curriculum development, establishing training processes, and program implementation.

The VISTA member will increase ELI program capacity state-wide by researching and evaluating existing curricula; designing and conducting community assessments of existing resources; and collecting and analyzing data to make program improvements. The VISTA member will expand the ability of state and local level organizations to respond to the ELI needs of their clients by developing an outreach plan – building new and strengthen existing relationships with key stakeholders and providers, potential volunteers, and refugee communities.

Additionally, the VISTA member will evaluate the sustainability of the program and develop additional resources as needed.

TOR is looking for a self-starter who works well both independently and as part of a team. The ideal VISTA candidate can facilitate intercultural communication; exercise good judgment, courtesy, and thoughtfulness when dealing with the public and staff; handle confidential information with professionalism; pay attention to detail and adhere to deadlines; set priorities in a dynamic work environment; follow tasks through to completion; clearly communicate written and verbally; and has basic computer proficiency. Eagerness to learn about refugees and all aspects of nonprofit program management and development are a must. English language teaching experience, foreign language proficiency in a refugee language, and significant intercultural experience is a plus.

Terms of Service: VISTA service is a full-time, one-year commitment. VISTA members must be at least 18 years old; United States citizens, nationals, or legal residents; and successfully complete a criminal background check. VISTA members must hold at least a bachelor's degree. Political

advocacy, organizing or demonstration while on VISTA duty, or while perceived to be on duty, is prohibited. Telework in line with VISTA guidance is an option. While public transportation is available, a car is recommended.

Benefits: VISTA service includes health coverage, a relocation allowance (if moving 50+ miles from your home), childcare subsidy, professional development opportunities, and a bi-weekly living allowance. At the completion of VISTA service, members can choose between a Segal Education Award (approximately \$6,000) or cash stipend (approximately \$1,800). TOR offers ten days of vacation and one day per month of personal time as well as a generous holiday schedule.

Additionally, 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.

Availability: This position is open until filled. Apply for VISTA service [here](#) and find this position listing [here](#). For more information, please email Nathaniel Harrison at nharrison@cctenn.org.