



VISTA Service Opportunity Listing Refugee Youth Mentoring Program Coordinator – Statewide

Help support refugee communities! The Tennessee Office for Refugees is seeking a VISTA member to coordinate an on-going statewide Refugee Youth Mentoring Program focused on increasing educational and vocational opportunities for refugee youth and young adults ages 15 – 24 years old.

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. 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 Statewide Refugee Youth Mentoring Program Coordinator VISTA will gain valuable skills in program management. This VISTA member will serve as a liaison between TOR and partnering organizations. The VISTA member will provide leadership, training, and technical assistance to VISTA members serving with partnering agencies in Chattanooga, Knoxville, Memphis, and greater-Nashville.

The VISTA member will provide programming guidance for the facilitation of mentoring matches in the areas of participant recruitment, screening, training, and match supervision – expanding the scope of supportive services available to refugee youth in Tennessee.

The VISTA member will develop and implement an outreach plan to build the Refugee Youth Mentoring Program's effectiveness, efficiency, and scope – increasing the capacity of local and state-wide refugee service networks by strengthening and expanding partnerships with key stakeholders.

Additionally, the VISTA member will grow analytical and critical thinking skills while researching and developing programmatic best practices; developing data collection and program analysis processes; and pursuing available grant resources to ensure program sustainability.

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, 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.

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, registration for the National Mentoring Summit, 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.