



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

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

This position is based with Catholic Charities, Diocese of Nashville and is a unique opportunity for an individual to develop leadership, program development and management, and community relations skills within the context of a refugee resettlement organization – offering an opportunity to gain knowledge of and contribute to a continuum of resettlement services.

The Refugee Youth Mentoring Program Coordinator VISTA will gain valuable skills in program management. The VISTA member will develop, implement, and sustain the facilitation of mentoring matches in the areas of participant recruitment, screening, mentor training, and match supervision – expanding the scope of supportive services available to refugee youth in Nashville, Tennessee.

The VISTA member will collaborate with a cohort of VISTA members serving in the same capacity with partner agencies in Chattanooga, Memphis, and Knoxville – meeting regularly with a Statewide Coordinator to develop best practices, participate in trainings, and troubleshoot complex issues.

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 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.

The ideal VISTA candidate is a self-starter who works well both independently and part of a team; 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 of \$675. At the completion of VISTA service, members can choose between a Segal Education Award (approximately \$6,495) or cash stipend (approximately \$1,800) and will receive one year of noncompetitive eligibility for federal positions as well as lifetime eligibility for graduate program scholarships and fellowships across the country. TOR offers ten days of vacation and one day per month of personal time as well as a generous holiday schedule.

**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](mailto:nharrison@cctenn.org).