

## **VISTA English Language Tutor Program Coordinator** (TOR office in Nashville, serves entire state)

### **Job Summary**

#### AmeriCorps VISTA

Often referred to as the domestic Peace Corps, AmeriCorps VISTA enables motivated individuals to serve for twelve months in an area that most interests them. Making an impact on marginalized populations and communities by working with nonprofits to build their capacity to serve more, better, VISTA members commit to serve for one full year. Members must be 18 years old; be US Citizens, nationals, or legal residents; and must 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.

#### Tennessee Office for Refugees

The Tennessee Office for Refugees (TOR) is a department of Catholic Charities Tennessee responsible for the coordination and administration of the statewide refugee program and management and oversight of federal funding for refugee-serving programs. We partner with organizations that provide direct services to refugees and other eligible populations in and near Chattanooga, Knoxville, Memphis, and Nashville. Positions are housed either at TOR's office in Nashville, Bridge Refugee Services in Knoxville or Chattanooga, or World Relief's office in Memphis (see job descriptions for location of each position).

\*Please indicate in your cover letter which AmeriCorps VISTA position(s) most interests you.\*

### **Job Responsibilities and Qualifications**

Help create an English language training volunteer tutor program! The VISTA member will develop the curriculum and processes needed to implement a sustainable in-home tutoring program that can be duplicated across the state. The VISTA member will design and conduct a community assessment of existing English language training (ELT) resources and use the assessment to develop a work plan. The VISTA member will expand the capacity of organizations' ability to respond to the ELT needs of their clients by developing new and strengthening existing relationships with key stakeholders and providers, as well as with potential volunteers and refugee communities. The VISTA member will research and evaluate existing ELT curricula, modifying for use by volunteers. The VISTA member will develop an outreach plan for volunteer tutors and pilot training for volunteer tutors. The VISTA member will evaluate the sustainability of the program and develop additional resources as needed, including grant writing. The VISTA member will collect and analyze data, using findings to make program improvements.

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. English language teaching experience is a plus, as is significant intercultural experience. 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, courtesy, and

# Tennessee Office for Refugees

*"Be not forgetful to entertain strangers: for thereby some have entertained angels unawares."*



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. TOR is co-located within the Catholic Pastoral Center which houses all departments of the Diocese of Nashville and Catholic Charities of Tennessee, offering an opportunity for cross-department/agency collaboration and learning. The VISTA Leader will travel to site-based programs. Professional development opportunities will be provided on an ongoing basis.

## Benefits

- Bi-weekly living allowance
- Education award (or cash stipend) upon successful completion of service term
- Health coverage
- Relocation allowance (if moving 50+ miles from your home)
- All related training and professional development
- Supervision by some of the very best in the nonprofit sector
- Making an impact on the refugee community and the nonprofits that serve them
- Connections to agencies across Tennessee

## How to Apply

Start date is immediately! End date is one year from start of service. For more information, please e-mail Louisa Saratora at [lsaratora@cctenn.org](mailto:lsaratora@cctenn.org).