



VISTA Service Opportunity Listing Tennessee Refugee Program VISTA Leader

Help grow a statewide VISTA project! The Tennessee Office for Refugees is seeking a VISTA Leader to manage a statewide VISTA project. This position will lead efforts to build organizational and programmatic capacity and will provide support for a VISTA project that includes a Refugee Youth Mentoring program and English Language Tutor program. Additionally, the VISTA Leader will guide the work of eight AmeriCorps VISTA members serving across 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. The VISTA Leader will serve as an integral member of the TOR staff and will contribute to a statewide network of refugee support services. This position is a unique opportunity for an individual to gain skills in program leadership, management and development, and organizational collaboration skills within the context of state-level refugee program administration.

The VISTA Leader will develop VISTA recruitment and professional development strategies for VISTA project members and provide supervision and technical assistance for VISTA members serving within TOR and partnering agencies in Chattanooga, Knoxville, Memphis, and greater-Nashville.

The VISTA Leader will grow analytical and critical thinking skills while contributing to the overall VISTA project development by utilizing organizational databases and reporting tools to make strategic programming decisions; pursuing available grant resources to ensure program sustainability; screening and interviewing VISTA project applicants; and publicly communicating VISTA opportunities and successes.

Additionally, the VISTA Leader will develop and implement an outreach plan to build the VISTA project's effectiveness, efficiency, and scope – increasing the capacity of local and statewide refugee service networks by strengthening and expanding partnerships with key stakeholders.

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; coordinate and delegate tasks; 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 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; successfully complete a criminal background check; and have completed a year of AmeriCorps, AmeriCorps VISTA, or a term of Peace Corps service. 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 [here](#) and find this position listing [here](#). For more information, please email Nathaniel Harrison at nharrison@cctenn.org.