

**Job Coach Interns**

Nations Ministry Center, as an instrument of God's

grace, helps refugee families become generationally

self-sufficient

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**About Job Coaching Services:**

Nations Ministry Center provides client-centered employment readiness services, included specialized English language training, interview preparation, job search assistance, and application process assistance for refugees. The Job Coach directs these services.

**Office hours:** Monday-Friday 9:00AM-5:00 PM

**Office Location and Parking:**

**643 Harding Place**

**Nashville, TN 37211**

The Nations Ministry Job Coach office is located inside Southminster Presbyterian Church. Park in the Harding Place lot. Face the building, and find the last door on the left side of the front of the building. Our logo is in the window next to the door.

**Job Coaching Details:**

The Job Coach program serves refugees aged16 years and older who have been in the United States between 8 months and 5 years. Occasionally, we serve refugees in the U.S. for more than 5 years, but on a limited basis. The program consists of three components:

* **Jobs NOW** – for unemployed refugees needing employment as soon as possible,
* **Jobs NEXT** – for underemployed refugees desiring a job with better pay and/or more opportunity for skill development,
* **Jobs GROW** – an employment-focused English class for unemployed or underemployed refugees who have few to no English skills. Participants in this program are expected to seek their first job or a new, better job upon or before graduating from this class. Jobs GROW meets on Fridays from 10:00am-noon.

The Job Coach arranges appointments during regular business hours based on clients’ availability and needs. Work with clients includes intake form completion, discussion/resolution of employment barriers, assistance with job application processes (both on-site and in our office), English language mentoring, career path planning, and occasional social services.

**What Job Coach Interns Do:**

Interns working with clients enrolled in this program can serve in a variety of capacities, depending on the requirements and schedule of the internship.

Examples of past intern roles:

* Assist in teaching Jobs GROW
* Provide one-on-one English assistance
* Take clients to job interviews, help clients fill out applications and new hire forms
* Assist in data research and spreadsheet organization/development
* Manage a small caseload (3-5) of refugees in the U.S. more than 5 years

Thank you for your interest!

**Leigh Bonner**

**Job Coach and Chaplain for Congregational Relations**

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[**www.nationsministrycenter.org**](http://www.nationsministrycenter.org)