

**Nationalities Service Center – VISTA Service Announcement**

**Training Coordinator**

**About the Organization:**

Nationalities Service Center (NSC) serves more than 5,000 immigrants and refugees each year from over 110 countries. We provide comprehensive services in immigration law matters, community transition and integration, access to health and wellness, language access and proficiency, and job readiness training for immigrants and refugees. NSC’s mission is to welcome and empower immigrants to thrive in our communities and pursue a just future. Our vision is that all immigrants achieve a life of safety and stability, sustainable opportunities, and meaningful community connections.

**About the Position:**

The Training Coordinator is a full-time service position as an Americorps VISTA. Serving as a VISTA is a unique opportunity to make a real and lasting impact on immigrant and refugee communities, while also developing your own skills! In addition to a unique service environment interacting with clients from across the world, NSC invests in our VISTA members with tailored training and ongoing professional development. Plus members who successfully complete their service term are eligible for an Americorps Education Award! VISTA also offers a relocation allowance, health care and child care benefits and much more.

## Primary Responsibilities:

The VISTA will expand NSC's network of partners who provide apprenticeships, internships, reaccreditation, trainings and certification programs. These programs will provide refugees with opportunities to advance their skills, gain certification or accreditation to set them on career pathway for better economic opportunities. The VISTA will also assist clients enroll in trainings, educational opportunities and English classes.

**Qualifications:**

NSC’s team is comprised of individuals with diverse professional and lived experiences, fluency in multiple languages, and a deep knowledge of and commitment to the immigrant communities we serve.

Applicant should possess the following: strong communication and interpersonal skills as demonstrated by compassionate, cooperative, and professional interaction with diverse groups of co-workers, external business partners, and the community; strong ability to adapt to the use of computer and use a variety of common software programs. 1+ years working with immigrants/refugees preferred. BA/BS degree from an accredited college or university in a related field of study. Overseas credentials or other commensurate experience accepted.

**How to Apply:** This is a position through Americorps VISTA. Please apply here:

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=101601>

*NSC is an equal opportunity employer committed to a policy of non-discrimination in all employment practices and does not discriminate based on race, ethnicity, religion, gender, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity or expression, nor any other basis protected under applicable law.*