



refugeeone.org

Community Engagement Specialist

Job Posting

September 22, 2021

Organization

RefugeeOne, located in Chicago's West Ridge neighborhood, has a national reputation for its success in helping refugees fleeing war, terror, and persecution to build new lives of safety, dignity, and self-reliance. RefugeeOne has a remarkably diverse staff of 40 people who collectively speak 35 languages. RefugeeOne has been resettling refugees in the Chicago area since 1982. For more information, visit refugeeone.org.

Position

Moving far away, learning a new language, and adjusting to a new culture are difficult things to do. Volunteer co-sponsors work as a team to help alleviate those struggles by assisting with rent and basic needs and providing friendship to refugees when they arrive in the US.

As our Community Engagement Specialist, you will be instrumental in equipping co-sponsor teams to walk alongside refugees from the moment their plane lands at O'Hare Airport and for their first six months in Chicago.

Reporting to the Director of Development and under the task supervision of the Community Engagement Coordinator, your main responsibilities will be:

- Conduct and/or arrange for co-sponsor orientation and training
- Assist co-sponsor teams with fundraising
- Equip teams to gather supplies and set-up apartments for arriving refugee families
- Match teams with newly arriving clients and facilitating an introduction at the airport
- Provide ongoing support and guidance for co-sponsor team leads through monthly updates and other communication as needed
- Debrief teams after 6 months to continue evaluating and improving the program
- Maintain detailed records of all inquiries and co-sponsor teams
- As needed, recruit co-sponsor teams through outreach to congregations, workplaces, and elsewhere

We are looking for someone with

- Proven people skills, including cross-cultural experience
- Excellent organizational skills, ability to juggle multiple tasks and projects
- Proactive, resourceful, independent work style
- Enthusiasm for speaking publically
- Experience with volunteer programs
- Strong attention to detail
- Familiarity with Outlook, Word, Excel, PowerPoint, Google Drive and other basic computer programs
- Passion for RefugeeOne's mission to help refugees build new lives of safety, dignity, and self-reliance

Work Hours: Full-time, flexible hours. Must be available 1-2 evenings each week and two weekend half-days each month for arrivals, trainings, and occasional special events

Competitive Entry-Level Salary and Excellent Benefits

To Apply

Please submit cover letter and resume to Jan Douglas at jdouglas@refugeeone.org.
NO PHONE CALLS, PLEASE.