



refugeeone.org

Volunteer Coordinator

Job Posting

November 10, 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 to do. As our Volunteer Coordinator, you will be instrumental in engaging and equipping volunteers to help alleviate those struggles for newly arrived refugees. You will match volunteers to mentor refugees, tutor children, assist in our after-school program, help case managers, and more.

Reporting to the Assistant Director of Development, your main responsibilities will be:

- Recruit and equip volunteers for numerous roles by offering regular orientations and seasonal topical trainings
- Match volunteers with clients, introducing them virtually or in the clients' homes
- Maintain ongoing communications with volunteers via email and monthly e-newsletters
- Interact with RefugeeOne's staff to learn ways volunteers can help
- Maintain detailed records of all applicants and volunteers
- Coordinate seasonal donation drives for school supplies, winter coats, and other needs

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 Word, Excel, PowerPoint, Google Drive and/or other 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 volunteer matches, orientations, trainings, and occasional special events.

Competitive Entry-Level Salary and Excellent Benefits

To apply, please email your cover letter and resume to Jan Douglas at jdouglas@refugeeone.org. NO PHONE CALLS, PLEASE.