



Preferred Communities Volunteer Coordinator

PURPOSE OF POSITION:

The Preferred Communities (PC) Volunteer Coordinator works to increase the current and build new program capacity to support refugee resettlement efforts in the Auburn area and assist with needs of clients enrolled in the PC program through The Diocese of Olympia Refugee Resettlement Office (RRO). The PC Program Volunteer Coordinator will work with the PC team to enroll and assign volunteers to PC clients as needed.

RESPONSIBILITIES:

- Develop and manage volunteer outreach processes and foster community partnerships to assist in serving especially vulnerable ORR-eligible populations, and enhancing client recruitment efforts (especially in the health care field);
- Develop and disseminate PC ICM program informational materials and brochures to prospective volunteers and service providers including community and ethnic based organizations to identify potential volunteers;
- Provide in-person and virtual group/one-on-one educational sessions for local community stakeholders to increase the current and build new program capacity to better meet and serve the needs of PC program clients;
- Provide ongoing and establish new communication channels with external service providers to build new partnerships;
- Utilize online resource-sharing platforms for ongoing awareness of trainings, technical assistance and local resource availability;
- Coordinate with appropriate organizational and team members in all aspects of program planning, and implementation for all volunteer activities;
- Communicate regularly with the funder regarding program progress and other matters and produce program reports when requested;
- Other duties as assigned.

QUALIFICATIONS REQUIREMENTS:

- Bachelor's degree in a related field desired;
- Experience in refugee resettlement and integration programs desired;
- Experience in implementing volunteer programs in non-profit organizations;
- Experience in outreach, including fostering, growing, and maintaining sustainable partnerships with a variety of community stakeholders;

- Ability to work closely with clergy, lay leaders, volunteers, and employers who have varied cultural, linguistic and educational backgrounds;
- Demonstrate willingness to work on a team, flexibility, adaptability, and the ability to perform and collaborate in fast-paced working environments;
- Strong research and analysis, planning, community organizing, interpersonal and cross-cultural communication skills required;
- Strong organizational and record-keeping skills;
- Strong writing and verbal presentation skills required; and
- Advanced fluency in Microsoft Word, Excel, PowerPoint, and virtual meeting applications required.

We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

BENEFITS:

- Pay is \$23/hour for 40 hours per week.
- Benefits include medical, dental, 403(b) retirement plan, paid vacation and sick leave as described in Diocese of Olympia Employee Handbook.

To apply, please submit your resume, cover letter and 2 references to jessie@rroseattle.org. All candidates submitting resumes and inquiring emails that pique our interest will be contacted via a return email and scheduled for a Zoom first interview. Candidates who are selected to move on will then be scheduled for a second in-person interview.