

JOB POSTING

Title: Community Engagement Associate

Department: Development

Location: West Rogers Park (6008 N California Ave, Chicago, IL 60659)

Job Type: Full-Time

Organization

RefugeeOne 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. With a remarkably diverse staff of more than 100 people who collectively speak 30+ 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-sponsor teams help alleviate those struggles by assisting with rent and basic needs and providing friendship to refugees when they arrive in the U.S.

As our Community Engagement Associate, you will help equip volunteer co-sponsor teams to walk alongside refugees throughout their first six months in Chicago.

Responsibilities

- Guide co-sponsor teams through the onboarding and volunteer experience, including:
 - Conducting co-sponsor orientation and training sessions for groups of 6-12
 - Assisting co-sponsor teams with fundraising
 - Equipping teams to gather supplies and set up apartments for refugees
 - Matching teams with newly arriving clients and facilitating introductions
 - Providing ongoing support and guidance for co-sponsor team leads
 - Facilitating debrief meetings with teams to evaluate and improve the program
- Maintain detailed records of inquiries and volunteers across different platforms
- Assist with recruitment of new teams from faith communities, workplaces, etc.
- Represent RefugeeOne, speaking at faith communities, workplace meetings, and other functions about co-sponsorship (both virtual and in-person)
- Support in-kind donation management, including the planning and execution of multiple annual donation drives

Requirements

- Strong people skills, including communication skills and cross-cultural experience
- Excellent organizational skills, ability to juggle multiple tasks and projects
- Strong attention to detail
- Comfortability with public speaking
- Experience with volunteer programs
- Proactive, resourceful, independent work style
- Strong computer skills, including familiarity with Outlook, Microsoft Office Suite, and Google Drive
- Experience with DonorPerfect or other CRMs preferred
- **COVID-19 vaccination required**

Schedule: Flexible full-time schedule, M-F. Must be available 1-2 evenings each week and two weekend half-days each month for refugee arrivals, volunteer training, and occasional special events. (Evening and weekend hours flexed off during usual weekday work hours.)

Salary: Commensurate with credentials and experience. Generous benefits package.

To apply, send resume and cover letter to Alexis Wardius at awardius@refugeeone.org.

NO PHONE CALLS PLEASE