



### **Outreach Coordinator (part-time)**

The Refugee Center is looking for an Outreach Coordinator to join our team to support refugee and immigrant clients with resettlement.

The Refugee Center (TRC), with an office in Champaign, IL, exists to provide services essential to refugee and immigrant resettlement in East Central Illinois, and to aid in the exchange and preservation of their respective cultures. Globally aware but locally focused, our professional, compassionate staff provide interpretation services and advocacy in court hearings, doctors' appointments, school conferences, and other settings. For 40 years, we've helped people find stability in their new homes through counseling, tutoring, community health programs, and support in completing paperwork for work, school, and government programs.

Reporting to the Assistant Director of Programs, the Coordinator will support efforts to engage clients, potential clients, and community partners.

This is a part-time position with 20 hours of work per week and can be done in a hybrid schedule.

#### **Responsibilities:**

- Lead on tracking and reporting outreach activities
- Client Outreach
  - Develop and maintain systems for tracking outreach to targeted populations
  - Support Caseworkers on outreach projects
  - Coordinate and organize logistics for outreach events
  - Develop materials and resources to be used for outreach purposes
  - Develop and distribute flyers and one-pagers for organization's services and programs
- Community Outreach
  - Establish and maintain partnerships within the community
  - Engage with community partners and businesses
  - Provide support for organizational leadership around community partnerships

#### **Required qualifications:**

- Experience connecting with people, communities, and/or organizations professionally
- Familiarity with social work, social services, and/or direct service programs

- Some experience with event planning and logistics
- Project coordination experience
- Organizational skills and detail orientation
- Excellent written and verbal communication skills
- Good follow through and responsive communication
- Proactive and solutions focussed
- Ability to build and maintain strong relationships
- Empathy and understanding for refugees and immigrants

**Nice to have:**

- Experience working with people from different cultures
- Language skills
- Experience helping with in-kind donations
- Experience working in community organization

**Compensation:**

- Salary of \$18,720-19,760/year with a 20 hours per week schedule
- Monthly Healthcare stipend
- Monthly mobile phone stipend

Due to the work expectations of this position, there is a requirement to work in our Champaign, IL office with the option to adopt a hybrid schedule after initial orientation and training period.

The Refugee Center is working closely with public health professionals to meet and exceed safety guidance for our staff and clients. At this time, mask wearing is optional at The Refugee Center. However, should local transmission rates rise, our policy may change.

If interested, please apply to [jobs@trc-cu.org](mailto:jobs@trc-cu.org) with your resume and cover letter. No phone calls please. The Refugee Center is an equal opportunity employer.