



Volunteer & Outreach Coordinator (part-time)

The Refugee Center is looking for a Volunteer & 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 Program Director, the Coordinator will lead our efforts to engage the Champaign-Urbana community and maximize local support for refugees and immigrants.

This is a part-time position that we anticipate to be around 20 hours per week. The role can primarily work remotely from home, but will require some in-office time, especially around events that involve volunteer coordination and volunteer orientations.

Responsibilities:

- Volunteer Coordination
 - Lead on recruiting and placing volunteers with different teams internally
 - Work with organizational leadership to identify areas of need
 - Act as first point of contact for volunteers and inquiries
 - Maintain a high level of volunteer engagement and satisfaction
 - Implement strategies to retain and motivate volunteers
 - Facilitate volunteer orientations
 - Train volunteers when appropriate
- Community Outreach
 - Establish and maintain partnerships within the community
 - Proactively look for and connect opportunities locally
 - Coordinate and grow our in-kind donation program
 - Support event planning logistics and setup
 - Develop and distribute flyers and one-pagers
 - Create volunteer and outreach posts on The Refugee Center's Facebook page

Required qualifications:

- Experience working with volunteers and/or outreach
- Some experience with event planning and logistics
- High level of organizational skills and detail orientation
- Ability to organize people
- Excellent written and verbal communication skills
- Good follow through and responsive communication
- Proactive and solutions focussed
- Strong research skills
- 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:

- This part-time position will pay an hourly rate of \$16/hour

The Refugee Center is working closely with public health professionals to meet and exceed safety guidance for our staff and clients. Based on their advice, we have recently opened our office to the public in order to meet the continued and growing crises in our refugee communities. Clients and staff are required to wear masks at all times that they are in our office and we are currently requiring staff to either provide proof of vaccination against COVID-19 or take a weekly COVID-19 test.

This is a part-time position that we anticipate to be around 20 hours per week. The role can primarily work remotely from home, but will require some in-office time, especially around events that involve volunteer coordination and volunteer orientations.

If interested, please apply to jobs@trc-cu.org with your resume and cover letter. No phone calls please.

The Refugee Center is an equal opportunity employer.