

Position Title: Community Outreach and Development Assistant
Supervisor: Department Supervisor
Status: Part-time (20 hours per week), hourly, non-exempt, \$13.50 per hour

Organizational Description:

Journey's End Refugee Services, Inc. is an equal opportunity employer and seeks to employ the best-qualified personnel without regard to race, religion, color, national origin, citizenship, age, sex, gender identity, sexual orientation, marital status, or any other reason prohibited by law.

Journey's End Refugee Services, Inc. is a refugee resettlement and immigration services provider for the Western New York Region. Journey's End works to assist newly arriving refugees to find gainful employment and avoid dependency on social services.

Job Description:

The Community Outreach and Development Department at Journey's End Refugee Services is looking for an energetic self-starter to assist with implementing and tracking various aspects of our volunteer and internship programs, gathering volunteer and client data related to our New York State Enhanced Services for Refugees Program (NYSESRP) grant, and helping to organize special events and other fundraising and community outreach activities.

The person in this position must be organized, flexible, detail-oriented, and pro-active, preferably with experience working with diverse populations in a fast-paced environment. The candidate will have strong oral and written communication skills, and be good with time-management and respecting deadlines. He or she must be comfortable working with databases like FileMaker and DonorPerfect, making sure data is entered and updated correctly and in a timely manner.

Primary Responsibilities:

- Assist with planning, organizing, and working all development-related special events
- Collect monthly data from volunteers from NYSESRP grant, fill out hourly reporting sheets, and ensure JERS Grant Managers receive the information in a timely manner
- Assist with bimonthly volunteer orientation when needed and be responsible for collecting relevant documents prior to each orientation

- Responsible for on-boarding of all new volunteers and interns (running security background checks, ensuring their information is entered accurately and in a timely manner into MailChimp and FileMaker)
- Responsible for the smooth running of the JERS internship program: Anticipate staff needs and deadlines for each semester in a timely and pro-active manner; update and post internship announcements on all relevant platforms used by local colleges and universities; send announcements to targeted academic departments and professors; collect and review resumes and pass on to appropriate departments for interviews; follow up with departments about hiring decisions in order to on-board new interns; fill out any paperwork required by interns' educational institutions; and attend internship/volunteer sessions or fairs at area colleges to market JERS volunteer and internship programs
- Assisting other staff members and covering front desk as needed
- Other duties as assigned

Qualifications:

- Strong time management, communications (oral and written), and organizational skills
- Strong, pro-active work ethic, paying strict attention to detail and follow-through on all tasks
- Punctual and responsive to all correspondence and inquiries from staff, interns, and volunteers
- Ability to prioritize tasks so they are done in a timely and efficient manner
- Database and computer skills
- Must be a fast learner and work productively with minimal supervision
- Experience with working with diverse populations, event organizing, or with volunteer programs is a plus
- Candidate with a car with a valid driver's license is preferred

Journey's End is committed to the purpose of providing refugees with the resources and support they need to become successful, active, and contributing members of the Western New York community. The ideal candidate must be self-directed and able to work in a team environment. Please send submit a resume and cover letter your qualifications and interest in the position to jobs@jersbuffalo.org.