

Journey's End Refugee Services, Inc.
2495 Main Street
Suite 530
Buffalo, NY 14214

Position Title: Community Outreach Specialist
Supervisor: Director of Specialized Programs
Status: Full-time, hourly, non-exempt, \$14 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.

Primary Responsibilities:

Community Outreach

- Assist in planning, promoting, and attending all outreach department special events
- Design and develop marketing materials using Canva (or other design software experience preferred)
- Help develop donation pages using Donor Perfect (or other database experience preferred)
- Develop new community partnerships, while helping to strengthen existing ones
- Help maintain JERS social media accounts
- Help organize JERS advocacy activities: delivering talks to interested groups, maintain and update the advocacy toolkit, participate in phone meetings and webinars, and maintain the advocacy list-serves and distribute action alerts electronically as needed
- Table and/or conduct off-site speaking presentations
- Give office tours to local groups, donors, and other interested parties
- Help track all community outreach activities and events for reporting purposes
- Help organize in-kind donations, including donations drives
- Assist Specialized Program Director and Mission Integration Specialist as assigned
- Other duties as assigned

Volunteer Program

- Assist in management of volunteers as needed in the form of processing files, matching volunteers, on-site event management, logging hours, etc.

- Conduct monthly volunteer orientations
- Cultivate volunteer leadership and appreciation with special trainings and events
- Write and distribute the bi-weekly volunteer newsletter
- Promote volunteer and internship programs throughout the agency by attending/hosting inter-departmental staff meetings, and help assess departmental needs
- Assist in doing direct outreach to universities and colleges to recruit interns
- Other duties as assigned

Qualifications:

- A strong work ethic is required: must be well-organized and detail-oriented; prioritize and follow through on tasks accurately with minimal supervision; and be very self-motivated in a fast-paced work environment
- A demonstrated background in community outreach and non-profit work strongly desired
- A thorough understanding of the mission of Journey's End, and a commitment to promoting the mission to different groups in the community
- Database experience and other computer skills, including Microsoft Office Suite
- Strong written and public speaking skills with ability to represent the agency professionally
- Ability to work occasional evenings and weekends (work hours can be flexed)
- Must have a valid license and access to a working vehicle
- Must be able to lift 15lbs

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.

To Apply:

Send resume, cover letter, and three references to jobs@jersbuffalo.org

Please include job title in subject of email.

Please include phone and email contact in the cover letter.

*****Incomplete applications will not be considered. *****