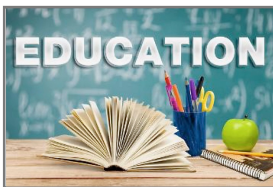




# Volunteer Opportunities

As a non-profit organization, PRERNA relies on volunteers to help provide essential services that refugees need to rebuild their lives. If you would like to join our team, we have many opportunities available. From welcoming a refugee family on arrival or teaching English to children and adults, to helping with fund development, marketing or events, there are many ways you can make a difference in the Bay Area or remotely. Check out our latest openings.

## Education Lead



The Education Lead will build and retain a team to fulfill the wide spectrum of needs by refugee adults, adolescents and children. This is a crucial role of helping refugees become sustainable through educational support.

You will collaborate with PRERNA's team leads to plan and execute programs that meet refugee requirements. Help adults learn basic conversational English and advise refugees with stronger English language skills on potential career transitional pathways through higher education for greater employment opportunities

## Healthcare Assistant



Assist newly arrived refugee families in the Fremont, Santa Clara and San Jose areas with attaining affordable and effective healthcare. You will support and guide refugees through the healthcare system by processing medical forms, coordinating necessary healthcare exams, immunizations and procedures.

Help families understand the process behind medical insurance and how to apply. You may be asked to drive refugee families to their medical, dental and other appointments and provide support as needed in their communications with healthcare professionals.

## Housing Assistant



Find affordable housing for newly arrived refugees in the Fremont, Santa Clara and San Jose areas. You will help with research and compiling lists of temporary and permanent housing options, as well as contacting property managers of various motels, hotels, lodges, apartments and condominiums regarding current and future openings.

Collaborate with other non-profits and refugee agencies to keep abreast of potential rent subsidies and low-cost housing opportunities. You may be asked to drive refugee families to rental properties to evaluate permanent housing options.

## Supplies & Transport Lead



The Supplies & Transportation Lead will build and retain a team to support the needs of PRERNA's refugee families. This is a crucial role to help refugees restart their lives so they can become sustainable after arriving in the U.S.

You will develop a master list of supplies requested by various refugee families, map their needs and transport items to their homes in a timely manner. Collaboration with PRERNA's housing, healthcare, education and other team leads and partners for support to fill gaps is critical in order to meet refugee requirements.

## Employment Coordinator



To help refugees become self-sustainable, we are seeking an Employment Coordinator who can work with refugees to increase their chances in locating jobs so they can restart their lives in the U.S. and gain independence.

You will help write resumes, conduct mock interviews and provide coaching for social etiquette in the U.S. work environment. Build and keep a database of local employers who can employ refugees across different skill sets and pay scales. Collaborate effectively with PRERNA's partners for employment opportunities at various organizations, including public/private corporations and non-profit agencies.

Stay connected to PRERNA's latest news and events by signing up for our e-mail list at <http://tiny.cc/4milny>. Learn more about our work with refugees and how you can get involved at [www.prerna4refugees.org](http://www.prerna4refugees.org).





# Apply Today

Visit our website at [www.prerna4refugees.org/get-involved/volunteer](http://www.prerna4refugees.org/get-involved/volunteer) to fill out our [volunteer application](#) and select your area(s) of interest. Contact PRERNA at [volunteering@prerna4refugees.org](mailto:volunteering@prerna4refugees.org) if you have any questions or for more information about volunteer opportunities.

## Fund Development Manager



The Fund Development Manager works with PRERNA's Executive Director, team leads and board members to plan and manage all aspects of fund development. You will build and manage a team of volunteers, including grant writers and provide leadership on all fundraising initiatives including special events, sponsorships, donor cultivation, grants and individual giving.

Experience in fundraising for nonprofit organizations is essential as well as a broad range of connections in the public and private sectors.

## Cultural Assimilation Lead



The Cultural Assimilation Lead helps PRERNA's refugee families assimilate and thrive in their new communities. You will build a team to scale this effort and increase our impact to support refugee families by planning and implementing events to teach them about American culture and traditions.

Activities may include local sightseeing trips for families to visit interesting places in the Bay Area. Going to the beach or hiking nature trails can be new experiences for them. A picnic in a local park offers an ideal opportunity for volunteers and refugees from different families to meet, share food and learn about each other.

## Operations Lead



To scale up PRERNA's program services to refugee families, we are seeking an Operations Lead to establish a strong and sustainable infrastructure that expands our capacity to help more refugee families and provide them with higher levels of service.

In collaboration with the team leads, you will oversee volunteer recruitment, retention and administration to provide the talent needed to meet PRERNA's plans for future growth. Work with fund development, program services, marketing and accounting to manage the funds needed to run PRERNA smoothly. Maintain audit documentation and all organizational compliance.

## Refugee Youth Mentor



Refugee Youth Mentors help new refugees settle into the Bay Area successfully. You will be matched with a refugee family to help children with their schoolwork and/or assist adults with learning English. We seek volunteers who are sensitive to cultural differences with a strong desire to improve the English language skills of refugees.

Besides assisting children with homework or helping adults improve their English language skills, you may be asked to counsel young adults by co-planning an educational pathway of goals for higher education. Support them with research, financial aid applications and enrollment forms for advanced learning.

## Events Lead



The Events Lead collaborates closely with PRERNA's team leads for event planning and execution to increase the organization's awareness, visibility and advocacy for refugees. You will help grow the donor database through creative fundraising at events and work with the Executive Director and board members on strategic donor and high-profile initiatives.

You will build a team that supports the various events needed to scale and meet funding goals. Collaborate effectively with PRERNA's fund development team and partners to seek out opportunities for joint fund development.

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