



Cultural Assimilation Lead Volunteer Job Description

About Us

PRERNA is a non-profit humanitarian organization that empowers refugees with opportunities to rebuild sustainable lives in the United States. We help refugees across all ethnicities and faiths become independent with continuum care. Our services include housing, supplies, healthcare, education, employment and cultural assimilation. We are located in Santa Clara County, California.

Description

PRERNA relies heavily on volunteers who donate their time and talent. To help refugee families assimilate and thrive in their new lives and communities, we are seeking a Cultural Assimilation Lead. You will build a team of volunteers for scaling this effort and increase our impact to support refugee families in need.

Responsibilities

- Collaborate with PRERNA's team leads for event planning and execution
- Build a team of volunteers for support needed during events
- Collaborate effectively with PRERNA's partners to jointly raise awareness at various event types, including corporate, public, private and other activities
- Work with PRERNA's marketing team on messaging and raising awareness
- Work with PRERNA's Fund Development Lead on refugee-specific events
- Work closely with PRERNA's Founder and board members on strategic donor and high-profile events

Qualifications

- Experience in corporate or non-profit event planning and execution
- Demonstrated ability to manage multiple projects and details simultaneously
- Highly motivated, self-directed, tact and diplomatic skills
- Clear, courteous and professional manner when working with the public
- Strong oral and written communication skills
- Ability to work cooperatively with PRERNA team leads and volunteers
- Ability to collaborate effectively with PRERNA partners

Other

- Weekly meetings with team leaders and your volunteer team
- In person role with refugee families based in San Francisco Bay Area (South Bay)
- Flexible hours; Requires approximately 12-16 hours on a weekly basis
- Remote position, can work virtually
- Minimum volunteer assignment of six months

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