



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

Responsibilities

- Help write resumes, conduct mock interviews, provide coaching for social etiquette and potential cultural differences in the U.S. work environment
- Maintain active documentation for cross-collaboration across all teams
- Build a database of local employers who can employ refugees across different skillsets and pay scales
- Collaborate effectively with partners for employment opportunities at various organizations, including corporations, public, private or other non-profit agencies
- Work with PRERNA's marketing team on messaging and raising awareness
- Work with PRERNA's Events Team Lead to elevate any refugee-specific events that can help with recruitment
- Work with PRERNA's education team to transition refugees who have higher income-earning potential through various career pathways

Qualifications

- Demonstrated ability to manage multiple projects and details simultaneously
- Strong writing, speaking and training skills is a plus
- Highly motivated, self-directed, tact and diplomatic skills
- Clear, courteous and professional manner when working with refugees
- Ability to work cooperatively with PRERNA team leads and volunteers
- Ability to collaborate effectively with PRERNA partners

Other

- Weekly meetings with your volunteer team and monthly all-hands meeting
- Remote position, can work virtually
- Flexible hours; Requires approximately 6-8 hours on a weekly basis
- Minimum volunteer assignment of six months

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