



Employment 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 scale up the services and support we provide to refugee families, we are seeking an Employment Lead to create and build a team to support the ongoing needs of refugee families with a very crucial role of helping them become self-sufficient through sustainable employment.

Responsibilities

- Create, build and maintain a volunteer employment team, mapping the skill sets of adults and youth across a wide spectrum of capabilities to support the needs
- Collaborate effectively on employment requirements, scheduling, planning and execution on gaps to meet refugee family requirements in a timely manner
- Strategize with employment partners including recruiters and agencies,
- Participate in job fairs and other activities to increase recruitment opportunities that match refugees' various levels of English literacy, experience and working skills
- Help adult refugees obtain basic conversational English skills for employment which is crucial to their overall success and well-being
- Support refugees with mock interviews, resume-writing and other counseling to help them apply and obtain the positions they are seeking
- Guide professional refugees from entry-level jobs with career transition pathways so achieve higher-income employment through training and higher education

Qualifications

- Demonstrated ability to manage multiple projects and details simultaneously
- Highly motivated, strategic thinker, self-direction, tact and diplomatic skills
- Clear, courteous and professional manner when working with the public
- Strong oral and written communication skills
- Ability to collaborate with internal staff and partners outside of PRERNA

Other

- Flexible hours, Requires approximately 16-20 hours a week
- Must be based in the San Francisco Bay Area; Can work virtually
- Weekly meetings with team leaders
- Minimum volunteer assignment of six months

Created 11.7.17