



PRERNA

Rebuilding Refugee Lives

Housing Programs Assistant 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

We are seeking volunteers who are interested in helping newly arrived refugees in the Fremont, Santa Clara and San Jose areas find affordable housing. As a part of PRERNA's housing team, you will be compiling a list of temporary and permanent housing options for our refugee families.

Responsibilities

- Research and compile lists of temporary and permanent housing options for refugees
- Contact property managers of various apartments, condominiums, hotels, motels and lodges
- Connect with faith-based organizations and refugee agencies to keep abreast of potential rent subsidies and low-cost housing opportunities
- Visit properties on occasion to help with refugee clients' decision making process
- Drive refugee families to evaluate permanent housing possibilities
- Respond promptly to questions

Qualifications

- Ability to work with spreadsheets and text documents (Microsoft Office)
- Good communication skills
- Creative thinker, can-do attitude, proactive, takes initiative
- Strong project management skills to lead groups of people
- Multilingual abilities preferred
- Cultural sensitivity to people from different backgrounds
- Patient, understanding, flexible and a positive attitude

Other

- Volunteers are especially needed in the Fremont, Santa Clara and San Jose areas
- Can work virtually for research
- Flexible hours

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