



## **Operations 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 program services we provide to refugee families, we are seeking an Operations Lead to support PRERNA's team leaders and volunteers. You will help to establish a strong scalable and sustainable infrastructure for PRERNA's operations that expands our capacity to help more refugee families and provide them with higher levels of service.

### **Responsibilities**

- Collaborate with PRERNA's team leads and oversee volunteer recruitment, retention, growth and administration to provide the talent necessary to meet PRERNA's capacity to serve refugee families in need
- Work with PRERNA's fund development, program services, marketing and accounting teams to manage the funds needed to run PRERNA smoothly as an all-volunteer organization
- Work effectively with PRERNA's team leads on all day-day operations of finance, and volunteer management
- Maintain audit documentation and all organizational compliance

### **Qualifications**

- 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
- Must be based in the San Francisco Bay Area; Can work virtually
- Flexible hours; Requires approximately 12-16 hours on a weekly basis
- Minimum volunteer assignment of six months

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