



Supplies & Transportation 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 PRERNA provides to refugee families, we are seeking a Supplies & Transportation Lead. You will create and build a volunteer team to support the ongoing needs of the refugee families that PRERNA serves. This is a very crucial role to help refugees restart their lives so they can become sustainable during the first three to six months after arriving in the U.S.

Responsibilities

- Maintain the master list of all supplies needed for different families
- Map families to the deliveries requested and close on all refugee needs
- Collaborate with PRERNA's team leads effectively on requirements
- Fill gaps to meet refugee family requirements in a timely manner
- Collaborate creatively with PRERNA'S partners for supplemental support, as there is little to no help available with transportation during the first six months after a refugee's arrival
- Work with accounting on tax receipts and timely communication to donors

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
- May require additional hours during very active periods when refugees first arrive
- Minimum volunteer assignment of six months

Created 8.23.17