Position Description: Immigrant and Refugee Outreach Coordinator

Elon Volunteers! Mission
To provide all members of Elon University campus the opportunity to develop an ethic of service by connecting campus and community through service experiences.

Purpose of Position
The Immigrant and Refugee Outreach Coordinators recruit, train, and lead volunteers for the Center for New North Carolinians in Greensboro and serve as a liaison between the Elon Community and the Center. The Coordinators lead volunteers in monthly planning and social meetings, serve a resource for group members to volunteer, and act as the direct contact between Elon University and the community partners. Coordinators also oversee transportation (arranging carpool) and ensure all community partner policies are followed. In working with volunteers, coordinators strive to incorporate education and awareness of larger social issues connected to their work.

Essential Duties/Responsibilities
- Schedule and conduct monthly meetings and trainings
- Maintain effective communication and a positive, sustainable relationship with community partner
- Attend Education Council meetings once a month to collaborate with other coordinators and discuss ideas and problems
- Hold one consistent office hour in Kernodle Center each week
- Meet weekly/biweekly with Education director to discuss progress/issues
- Communicate regularly with volunteers and be available to meet with them as necessary. Organize carpool and transportation if necessary
- Connect with EV! PR Team to strategize outreach and recruitment efforts
- Serve as a tutor at the Center for at least one session per week

Qualifications
- Able to dedicate a minimum of 3-4 hours a week
- Previous experience working with immigrant and refugee populations (preferred)
- Demonstrated time management, organization, and interpersonal skills
- Effective communication skills, both written and verbal

For more information about this position contact elonvols@elon.edu
• Must be available for the following dates:
  o EV! New Hire workshop: April 10th from 4:15-5:15pm in Moseley 215
  o All EV! Trainings:
    ▪ September 17th from 1-4pm
    ▪ February 16th, 2018, from 3-6pm

Leadership Agreement
I agree to fulfill the duties required of me as a leader within Elon Volunteers! to the best of my abilities. These duties are listed above. In the event that I neglect or am no longer able to fulfill my responsibilities, I understand that the Kernodle Center professional staff and EV! Executive Directors have the right to remove me from my position. Prior to removal, I understand that I will receive at least two written warnings and will have the opportunity to improve my performance.

By signing below, I agree to abide by all EV! policies and to maintain good disciplinary standing with Elon University for the duration of my leadership role.

Sign ___________________________ Date __________