



ReEstablish Richmond
Volunteer Manager and Community Outreach Coordinator

“Helping refugees establish roots, build community, and become self-sufficient.”

POSITION TITLE: Volunteer Manager and Community Outreach Coordinator	
Type of Service: Direct and Indirect	Program: Community Engagement
<p>Connection to Mission: ReEstablish Richmond believes that the long journey of resettlement begins when refugees arrive in their new country and continues until they are fully integrated in the community. Doing it alone is possible, but engaging with volunteers and the community increases the chances of success and benefits everyone.</p>	
<p>Location of Job: We have an office located in Gather, Scotts Addition: 2920 West Broad Street, Richmond, VA 23230. You will also be expected to work out in the community with our community partners and in client homes as needed.</p>	<p>Time Commitment: 40 hours a week, and must be available for events on nights and weekends.</p>
<p>Position Description: ReEstablish Richmond’s Volunteer Manager and Community Outreach Coordinator is community-forward and community-centered position, and the person who fills the role balances many tasks from that perspective. Daily tasks include actively recruiting skilled volunteers who meet various needs within Richmond’s resettled communities, maintaining relationships with current volunteers, supporting said volunteers with resources and problem-solving, and intentionally matching clients and volunteers. The Volunteer Manager and Community Outreach Coordinator is also responsible for scheduling and performing quarterly volunteer trainings, maintaining and growing partnerships, and actively representing ReEstablish Richmond at outreach and education events. The Volunteer Manager and Community Outreach Coordinator is integral in planning large and small events, including our annual World Refugee Day Community Resources Fair.</p> <p>Responsibilities and Expectations:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills • Confident when presenting in front of individuals and large groups • Ability to connect with others and forge strong relationships • Some weeknight and weekend availability • Event planning acumen • Faculties to work independently as well as on a team • Flexibility to complete other tasks when necessary • Share our commitment to our mission and to our values of welcome, equity, empowerment, community, respect for human dignity, authenticity, collaboration, integrity, and flexibility 	



ReEstablish Richmond
Volunteer Manager and Community Outreach Coordinator

“Helping refugees establish roots, build community, and become self-sufficient.”

Requirements / Qualifications:

- Driver’s license and a reliable vehicle
- Volunteer management
- Problem-solving
- Life-long learning
- Excellent written and verbal communication
- Intern and long-term volunteer management
- Networking
- Teaching
- Event planning
- Excel and other Microsoft programs
- G-Suite
- Research skills
- Willingness to pursue professional development
- Website maintenance (Squarespace)
- Database maintenance
- Masters or Bachelors of Social Work preferred

Compensation: Commensurate with experience.

Benefits: None at this time

How to Apply:

Steps to apply:

1. Submit resume/cover letter to kate@reestablishrichmond.org
2. If approved, Kate will send an invitation to complete the application and writing samples.
3. Submit application and samples to kate@reestablishrichmond.org.
4. If application and samples are approved, then top candidates will be invited to do an in-person interview.

*We will collect resumes until the end of September and won’t do interviews until the first couple weeks of October (at the earliest). Predicted start date is no later than Nov. 1st.

Website: www.reestablishrichmond.org