



**International  
Institute of  
New England**



The International Institute of New England, a nongovernmental, not-for-profit, New England-based organization dedicated to addressing the needs and rights of refugees and immigrants, is seeking an ***AmeriCorps/Refugee Corps Volunteer Coordinator*** for its Manchester office.

A dynamic, forward-looking, smart and rapidly growing non-profit organization, we seek well-qualified, solutions-focused candidates who are experts in their respective fields. Candidates need to approach issues creatively and thoughtfully. In addition, all candidates should possess the following set of qualifications:

- ❖ Excellent verbal and oral communication skills
- ❖ Excellent organizational and time management skills
- ❖ Detail-oriented, able to multitask and meet deadlines
- ❖ Self-motivated, able to work in a team and independently

**Note:** This position requires great flexibility and willingness to travel. A valid driver's license, insurance, a clean driving record, and personal transportation will be required.

**Primary Office:** Manchester, NH  
**Reports to:** Manchester Program Director

**Overview:**

The AmeriCorps/Refugee Corps member will recruit, train, and manage volunteers responsible for facilitating English as a Second Language instruction, cultural orientation classes, and mentoring programs. Additionally, he/she will oversee and support volunteers working on a variety of projects, including, but not limited to, assisting with home setup and teaching financial literacy. The Volunteer Coordinator is principally responsible for tracking volunteer commitments, collecting and maintaining accurate contact information for all volunteers, and recording volunteer hours in the agency database. On occasion, the Volunteer Coordinator will directly address the community through presentations aimed at increasing participation in volunteer activities and events.

**Term of service:**

- Minimum of 35 hours/week; at least 1700 hours required by the end of the term of service
- Term begins October 16, 2017 and ends October 15, 2018

**Benefits:**

- Living allowance provided by Americorps
- Post-service education award of \$5,815.00\*
- Career mentoring
- National Refugee Corps network
- Childcare assistance if eligible for full-time members\*\*

\*Please keep in mind that the Educational award is awarded upon successful completion of the term of service. If the AmeriCorps member leaves for the following reasons, referred to as “exiting for cause”, they are **not** eligible for the educational award: enrolling in school, obtaining employment, dissatisfied with the program, and for not adhering to the Rules of Conduct in the AmeriCorps Member Service Agreement.

***\*\*Effective January 1, 2017: Full-time Professional Corps, EAP, and Partnership Challenge members are now eligible to apply for the AmeriCorps Child Care Benefit.***

### **Essential duties:**

- Recruit, train and manage volunteers associated with the Manchester site of the International Institute of New England
- Contact interested community members to determine interests and availability, with an eye towards how they can best contribute to the organization’s goals and services
- Track volunteer commitments, contact information, and hours in the agency’s databases
- Regularly collect feedback from program staff and address any issues that arise with volunteers
- Conduct presentations for community members, civic and business organizations, and schools to increase participation in the volunteer program; attend events as requested
- Develop and execute a plan for volunteer recognition, including mailing thank-you cards, preparing certificates, etc.
- Identify and pursue opportunities to recruit volunteers through social media and external websites
- Prepare (monthly/quarterly) reports that summarize and address volunteer involvement
- Complete required documentation in an accurate and timely manner
- Attend training sessions, workshops, staff meetings, and service events as needed

### **Education requirements:**

- High school diploma or GED required; some college or a college degree preferred

### **Eligibility requirements (requested upon offer):**

- Successful completion of required criminal background check
- Documentation (U.S. birth certificate or passport) or proof of status as a lawful permanent resident of the U.S., which verifies identity and authorizes his/her right to offer AmeriCorps service in the U.S
- Certification of any diplomas or degrees indicated as a position qualification
- A valid driver’s license

### **A strong candidate will demonstrate:**

- Knowledge or experience with the refugee resettlement program
- A sincere interest in recruiting and managing volunteers to meet the agency’s needs
- Experience in volunteer recruitment and management; including knowledge of best practices.
- Experience writing detailed reports, keeping accurate records and compiling data
- Proficiency in digital communication, to include: ability to conduct internet searches, strong typing skills, familiarity with common software (e.g. Microsoft Office), ability to maintain social media sites, and ability to design and disseminate recruitment materials.

- Ability to establish and maintain effective working relationships with agency personnel, the public and community groups.
- Ability to communicate effectively and in a timely manner, especially with community members
- Experience maintaining electronic records using case management software
- Ability to work independently and execute a supervisor's directions

**Evaluation and reporting mechanisms:**

- The Americorps/Refugee Corps Member's will be evaluated twice during their term of service:
  - o A mid-year review, conducted by the Program Director in April, 2018
  - o A final review, conducted by the Program Director in October, 2018
- The Corps Member will be responsible for submitting bi-weekly timesheets and updates to the Program Director

**To apply:**

Please send your cover letter and resume to Human Resources ([HR@iine.org](mailto:HR@iine.org)) with your name and the position you are applying to in the subject line. Qualified applicants will be contacted; references will be required at time of interview.

**No telephone calls please.**

**Position will remain open until filled.**

*The International Institute is an Equal Opportunity Employer. Immigrants, women, former refugees, people with disabilities, people of color, and LGBTQ candidates are encouraged to apply.*

**ONLINE** [iine.org](http://iine.org)  
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