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Housing & Logistics AmeriCorps Member

Description

AmeriCorps Program: **Project RISE** (Refugee and Immigrant Success through Education) is a collaborative AmeriCorps effort of New American Pathways that focuses on educational services to address the significant literacy gap in the DeKalb County refugee community, among both youth and their parents. In RISE, 17 full-time AmeriCorps members serving an 11-month service cycle will leverage an additional 200 community volunteers to support refugee and immigrant self-sufficiency by offering individualized direct service through education in core programs, including afterschool and summer academic programming, operating in multiple DeKalb County sites.

Seventeen full-time members will serve at the New American Pathways site. All member activities include a focus on education and literacy, with most site members serving half of their time in out-of-school tutoring and mentoring programs and half of their time delivering core program services in specific departments at their assigned locations. All full-time members will complete a minimum of 1700 hours from September 2021 to July 2022.

Please read the [Project RISE Information Packet](#) carefully before completing the application. Submit your completed application; a cover letter that details your interest in the program, an updated resume. Please include two additional positions you are interested in as part of your cover letter. Incomplete applications will not be considered.

Service Summary: Housing and Logistics AmeriCorps Member

This opportunity is an AmeriCorps effort that focuses on coordinating support to set up initial housing for refugees through **The Welcome Co-op**. The Welcome Co-op creates welcoming homes for refugees arriving through our partner agencies: New American Pathways, the International Rescue Committee, and Catholic Charities Atlanta. New American Pathways currently serves as the fiduciary agent of the Welcome Co-op and therefore the AmeriCorps position is managed via New American Pathways. The Welcome Co-op works with volunteers and donors to secure household furnishings and supplies and to set up homes for 1,000-1,500 refugees from around the world expected to arrive during the 11-month service period for this position. That represents 300-350 home setups during this time period. This position may also lend support to manage the Shop of Hope, a thrift store set up

Industry

The Welcome Co-op

Employment Type

Full Time

Beginning of employment

September 1, 2021

Working Hours

40 hours a week

to serve refugee families who are in need and as a retail service to the community in order to offset operational costs of the Welcome Co-op.

Responsibilities

- Prepare apartments for incoming arrivals, including stocking all required household and personal care items and assembling and placing all furniture and household items.
- Handle donation inventory, including organization of items and accurate record keeping, using paper forms and electronic spreadsheets, databases, and information-sharing systems.
- Organize storage facility for ease of loading, locating, and unloading items. Maintain an organized and sanitary facility. Dispose of unusable (e.g., unsuitable, broken, surplus) items according to agency policies/procedures and relevant requirements.
- Load and unload vehicles responsibly, ensuring safety and security of passengers and items, especially large, heavy items (e.g., furniture).
- Use material-handling equipment (such as hand trucks and dollies) in a safe manner to perform regular duties in storage facility and loading and unloading items to/from storage facility, vehicles, client homes, and donor locations.
- Help manage and run the Shop of Hope (stocking and organizing, managing volunteer helpers, ordering supplies, handling customers both paying and non-paying, tracking and inventorying of product, etc.)
- Recruit, train, and manage volunteers to assist with sorting/processing of donations, serving as Shop of Hope store clerks, helping with apartment setups, etc.
- Help manage donations pick-up and drop-off inquiries. Receive and process donations and help unload vehicles responsibly, ensuring safety and security of passengers and items.
- Help manage the Welcome Co-op social media platforms and website.
- Perform other duties and tasks as assigned.
- Assist Instructors in classroom supervision, mild student behavior correction, and occasionally leading/co-leading after school lessons/activities for afterschool students.

Please Note: Members will be reimbursed for service-related mileage.

Qualifications Required

- Sensitivity to people of all cultures, ethnicities, and religious backgrounds.
- Strong communication and interpersonal skills.
- Organizational skills with the ability to manage multiple tasks, set priorities, effectively manage time
- Flexibility and ability to problem-solve.
- Proficiency in Microsoft Office Suite.
- Ability to be an active member of a team in a diverse, multicultural environment.
- Exceptional customer-service skills.
- Ability to lift at least 75 lbs. by oneself or at least 150 lbs. with another person, repeatedly in short periods as required moving furniture, including up and down stairs, on, and off trucks.
- Excellent interpersonal relations skills: the ability to communicate effectively with partners, donors, colleagues in a cross-cultural, multi-disciplinary

environment.

Preferred

- Experience with volunteer management recruitment, and public speaking.
- Previous experience working in non-profit administration and relationship building.
- Experience with managing social media platforms (Facebook and Instagram) and websites.
- Experience teaching children.

Job Benefits

Schedule: Monday to Friday, 8 hours, approximately 9:30am to 5:30pm

Some service hours during weeknights and weekends required. Schedule may vary slightly dependent on afterschool program schedule.

New American Pathways is an Equal Opportunity Employer. An official offer of the position is dependent on approval of grant funding by the Georgia Commission and the Corporation for National and Community Service. Afterschool schedules are dependent on programmatic funding and are subject to change.