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## Housing and Logistics AmeriCorps Member

### Description

**NEW AMERICAN PATHWAYS/THE WELCOME CO-OP**

### RISE AmeriCorps Service Description

**Member Title:** AmeriCorps Housing & Logistics Member

**Schedule:** Monday to Friday, 8 hours, approximately 8:30am to 4:30pm. Service hours during evenings and weekends required for volunteer orientations.

**AmeriCorps Program:** This opportunity is an AmeriCorps effort that focuses on coordinating support to set up initial housing for refugees and work in the Shop of Hope 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, Inspiritus, 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 also lends support to manage the Shop of Hope, a thrift store set up to serve refugee families who are clients of our member resettlement agencies.

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 at their assigned locations and half of their time delivering core program services in specific departments. All full-time members will complete a minimum of 1700 hours from September 2022 to July 2023.

### General Responsibilities:

- Prepare apartments for incoming arrivals, including stocking all required household and personal care items and assembling and placing all furniture

### Industry

Resettlement & Resource Navigation

### Employment Type

AmeriCorps Member

### Beginning of employment

09/01/22

### Duration of employment

11 months

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 as needed.
- 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 manage donor relations.
- 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.

### **Skills/Competencies/Education/Experience:**

#### **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.

I acknowledge that I have received this AmeriCorps position description and understand that it is my responsibility to read and comply with the position duties as outlined. I have read, understand, and agree to all terms and conditions of the position description.

*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.*