



VOLUNTEER COORDINATOR ASSISTANT INTERNSHIP

- Purpose:** Assist the Volunteer Coordinator with community outreach, the coordination of the Family Partners Program, and other special projects.
- Description:* The position of *Volunteer Coordinator Assistant Intern* directly supports ECAC's Volunteer Program. The Volunteer Program plays an integral role at ECAC by recruiting, training, and placing volunteers and interns in every program area.
- Job Title:** Volunteer Coordinator Assistant Intern
- Location:** Ethiopian Community Association of Chicago

1730 W Greenleaf Ave.
Chicago, IL 60626
- Key Responsibilities:**
- The *Volunteer Coordinator Assistant Intern*:
- (1) Assists in the coordination of the Family Partners Program (FPP);
 - (2) Assists with FPP volunteer's initial family visits and partnership follow-up;
 - (3) Conducts community outreach to new sources of volunteers;
 - (4) Assists in the training and orientation of volunteers;
 - (5) Completes other related duties and special projects as needed.
- Reports to:** Volunteer Coordinator
- Length of Appointment:** The *Volunteer Coordinator Assistant Intern* will serve on a semester-long (10 to 16 week) basis. The Intern is eligible to continue after the first month with agreement between the Volunteer and Volunteer Coordinator.
- Time** Minimum 6 hours per week to be maintained by the Volunteer and Volunteer Coordinator.
- Qualifications:** Excellent command of English grammar, speech and writing. Comfortable with Microsoft Office Suite. Good communications skills, patience, and appreciation of diverse cultures and histories required. Previous experience with refugee family partnering/befriending required.
- Support Provided:** The Volunteer Coordinator will be available on an ongoing basis to answer questions and provide support to the *Volunteer Coordinator Assistant Intern* as needed.

Further Information & Benefits:

- *Potential to lead orientation and training sessions*
- *Make a lasting impact on the lives of refugees, volunteers, and the larger community*
- *Gain experience working in a multi-cultural environment*
- *Nonprofit management skills directly applicable to career development*