

Volunteer/Intern Administrator

Assists in follow-up and supervision of volunteers in conjunction with the Executive Assistant. Works with and reports to both the Executive Assistant and the Director of Refugee Services. Is responsible for training and orientation of new volunteers/interns. In conjunction with the executive assistant is responsible for recruiting longer term, short term, and special event volunteers. May be available to aid program assistant in completion of responsibilities (i.e. apartment setup, grocery shopping, organization of household items for distribution etc.)

Program Assistant I

Will assist Refugee Services with daily resettlement activities, office/clerical duties or special administrative projects. Will be responsible for assisting with resettlement activities (i.e. apartment setup, grocery shopping, organization of household items for distribution etc.). May be asked to assist with data entry, drafting of documents (i.e. letters or reports) or other office duties. Reports to Volunteer Intern Administrator and Executive Assistant. Will be available to assist the Compass Citizenship program with preparation for citizenship ceremonies once a month as needed.

Program Assistants II

Will assist Refugee Services with daily resettlement activities, office/clerical duties or special administrative projects. May be asked to assist with data entry, drafting of documents (i.e. letters or reports) or other office duties. Be available at least 8 hours a week (or as needed) to assist Data Coordinator with administrative tasks (i.e. copying bio-data information for staff, create folders for new arrivals, fill out assessment forms for the Health Department, sort files). Will be responsible for assisting with resettlement activities (i.e. apartment setup, grocery shopping, organization of household items for distribution etc.) Reports to Volunteer Intern Administrator.

Public Relations Assistant

Assists administration with multiple public relations duties. Reports to Administrative Assistant. Assists the Director of Development with webpage, poster, and brochure design for special events. May also be responsible for writing press releases. Assists COMPASS with short term marketing material (press releases, posters etc.). In conjunction with the Administrative Assistant produces newsletters, including design and layout, collation and preparation for mailing.

Cultural Competency Training Assistant

Works with the Director and Manager of COMPASS in researching information to enhance presentations in addition to developing presentation materials, providing input on program and presentation design, assisting with presentation scheduling. May be responsible for assisting with the delivery of presentations. Will also be asked to assist with community integration initiatives (i.e. Refugees for Community projects, community gardens etc.) Reports directly to the Managing of Training and Consulting (when necessary accesses the Administrative Assistant).

Office Aid

Reports directly to the Executive Assistant. Assists in extra office duties such as mailings, data entry, developing and maintaining inventory, assisting with special events such as the Midday Lecture Series, and Boilermaker etc., distributing promotional materials for events, researching and developing ways to make the MVRCCR more culturally competent (in conjunction with the Executive Assistant). Developing ideas to make the center more environmentally conscious. Fall back duties may include organizing mailing lists, archiving media coverage of MVRCCR, scanning documents, and developing a system for maintaining a historical record of the Agency. Will be available to assist other departments when needed and participate in resettlement activities. Can also be made available to tutor in the English as a Second Language Classrooms (upstairs) at the Beginner level [for the experience]

COMPASS Assistant

Serves as the receptionist for COMPASS. Assists with scheduling, answering telephones, relaying messages, researching of information, drafting of documents (i.e. letters, announcements) and coordination of meetings. Can be made available to assist the Cultural Competency Training Assistant (CCTA). Reports to and works directly for the Director of Compass. When necessary, can access the Administrative Assistant for assistance/guidance.

Human Resources Aid

Will be asked to assist with review of the employee handbook and drafty of specific policies and procedures. Will take part in Policy and Procedures work group. Will be made available to assist with inventory and ordering of office supplies. May be asked to assist in coordination of events for the staff. May be available areas as needed in other departments and divisions.

Webpage Assistant

Must have some knowledge of webpage design. May work with the public relations assistant (if applicable) or may participate in some media activities if public relations position is not staffed. Having a sense of graphic design is a plus. Creativity is greatly encouraged. Will be responsible for updating the webpage when instructed to do so. May also be asked to develop web content. Must be willing and able to work independently.