



## Refugee Volunteer Resources Associate VISTA

CCA seeks an AmeriCorps VISTA to build capacity and sustainability of the Volunteer Resources and Refugee Services programs through standardizing processes and reports, creating and managing new volunteer opportunities, and expanding in-kind donations received.

The position is full time for 12 months and compensated with a bi-weekly living allowance.

### **SPECIFIC RESPONSIBILITIES:**

1. VISTA will execute drafted procedures and reporting for the intake and distribution of in-kind items through case management database.
2. Devise and employ a plan for recruiting "on-call" volunteers to deliver items to refugee clients, on behalf of refugee services staff. Coordinate the scheduling and process.
3. The VISTA will Work with Volunteer Resources team in the enrollment, distribution and coordination of all activities related to the Christmas Connections program.
4. Create and manage new volunteer opportunities, focusing on CCA's warehouse.
5. Produce infographics and other documentation of in-kind donations received by refugee services program.

**To be considered and for more information, applicants must apply online directly on the AmeriCorps site:**

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=88804>

To learn more about AmeriCorps VISTA and the benefits of being a member:

<https://americorps.gov/serve/fit-finder/americorps-vista>