



Ethiopian Community Development Council, Inc.

901 S. Highland St. ▪ Arlington, Virginia 22204 ▪ Tel. (703) 685-0510 ▪ Fax (703) 685-0529

Empowering refugees and immigrants since 1983

Position Title: Volunteer Coordinator

Reports to: Resource Development Manager

Status: Full-Time/Exempt

Location: Arlington, VA

Job Summary: The Volunteer Coordinator is responsible for recruiting and managing volunteers, volunteer groups and interns, in coordination with agency management and staff. The volunteer coordinator tracks volunteer hours and keeps the volunteer database updated. Alongside the Resource Development Manager (RDM) the Volunteer Coordinator will manage and be the main point of contact for ACC DC Metro's Community Co-Sponsorship Program.

Key Responsibilities

1. Volunteer Recruitment and Management- *Developing a robust volunteer and intern program*

- Communicate with agency leadership and staff to identify volunteer needs and activities.
- Conduct outreach to community members, including but not limited to secular, faith-based, and civic groups; academic institutions; health services; and human or social service entities to recruit volunteers.
- Do outreach to university students ahead of internship semesters.
- Host informational sessions about agency and volunteer opportunities for prospective volunteers and interns.
- Develop ongoing relationships with the volunteer community.
- Maintain volunteer opportunity postings on agency website and other volunteer recruitment websites.
- Conduct interviews, exit interviews and background checks on volunteers and interns.
- Provide initial orientation to volunteers.
- Maintain database of volunteers' contact information.
- Track and report volunteer hours and statistics according to program requirements.
- Expand and maintain record of agency supporters including volunteers and community partners.
- Support managers in providing leadership and guidance to staff in volunteer engagement and management strategies.

2. Community Co-Sponsorship –Empowering community group to participate in the resettlement process

- Conduct community outreach to identify potential co-sponsorship groups, especially diverse groups or Ethnic Community Based Organizations, who will commit to sponsoring a newly arrived refugee family.
- Meet with potential sponsors to discuss the requirements of the program.



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- Collaborate with the RDM to continue to develop materials and guidelines for ACC DC Metro's co-sponsorship program
- Train accepted co-sponsorship groups
- Participate in ECDC and Catalyst meetings and trainings about co-sponsorship.
- Serve as the main point of contact between co-sponsorship group leaders and the ACC DC Metro resettlement team.
- Answer group questions, solve problems and provide support and check-ins throughout the 9-month co-sponsorship process.

3. Project Management- Managing volunteer-run programming

Stitch-Ed- Sewing skills workshops

- Recruit volunteer points of contact for the sewing skills program
- Work with caseworkers and other members of the staff team to promote program and recruit students
- Recruit and manage volunteers and teachers
- Set up program classroom and assists with classes as needed
- Communicate with RDM about any resources needed

ACC DC Podcast

- Recruit and manage podcast volunteers
- Hold regular meetings with the podcast volunteer team
- Maintain podcast schedule and podcast promotion
- Plan podcast themes, episodes and seasons
- Ensure podcast quality before posting and request edits when needs
- Post completed podcast on all platforms
- Assist with reaching out to potential guests
- Keep track of project equipment and communicate with RDM about any resources needed.

Education, Experience, Knowledge, Skills and Abilities

- Bachelor's degree (B.A.). in social work, international studies or related field; or one to two years of related training and experience; or other equivalent combination of education and demonstrated experience
- Excellent verbal and written communication skills and the ability to communicate effectively with a diverse range of audiences
- Excellent interpersonal and organizational skills
- 1-2 years of experience volunteering or managing volunteers
- Comfortability with social media, experience managing social media accounts for a business/organization a plus.
- Experience in maintaining databases and organizing information.
- Ability to facilitate community meetings and build partnerships with community members.
- Self-directed, motivated and able to handle multiple projects at once
- Ability to exercise initiative and judgment and make decisions within the scope of assigned responsibilities.
- Ability to effectively communicate relevant project information to superiors.



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- Experience working in a multicultural environment, refugee language capability a plus.
- Experience working with a refugee resettlement agency a plus
- Knowledgeable about and sensitive to the experiences of refugees and immigrants.
- Punctuality and ability to meet deadlines for work, appointments and report dates.
- Must work well in a team setting
- Required computer skills: Word, Excel, Internet, Gmail, Outlook. Comfortable utilizing new programs and databases
- Commitment to the mission, vision and values of ACC.
- A valid driver's license and access to own transportation
- Background check and clean driving record.

Licenses/Certifications: Must have a driver's license and good driving record.

Physical Demands

- Moderate physical activity, which includes standing, sitting, lifting and/or walking.
- Ability to see within normal parameters.
- Ability to hear within normal parameters.
- Requires local travel to meetings.
- Ability to maintain emotional control under stress.

Environmental Factors: Work is primarily indoors in a climate-controlled building.

Contact with Others: Position involves regular contact with resettlement network affiliates; local, state, and federal government agency employees, private sector organizations, ECDC/ACC staff and community members.

Other Information: All employees are expected to comply with ECDC's employment policies while carrying out their work. The range of responsibilities outlined above may change from time to time to reflect the changing needs of the organization.

Confidentiality: All employees are required to work in a confidential manner in all aspects of their work.

Proof of Eligibility to Work in the United States: All employees must submit proof of identity and their legal authorization to work in the United States. (If a prospective employee fails to submit this proof of work authorization, federal law prohibits ECDC from hiring the person.)

ECDC/ACC is an Equal Opportunity Employer.

This description is intended to indicate the kinds of tasks required of positions given this title. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.