



Salem For Refugees | Donations Coordinator Role Description

Job Title: Donations Coordinator

Supervisors: Luke Glaze - Executive Director

Role Purpose: To provide coordination of community donations to support the resettlement of refugees to the Salem area.

Time Commitment: 30-40 hours per week, benefited

Ideal Candidate: Organizational skills, ability to lift heavy items, strong verbal and written communication skills, bilingual preferred.

Role Duties:

1. Coordinate community donations
 - a. Respond to donation's phone calls and emails from the community
 - b. Communicate donation needs for the newsletter, social media and website
 - c. Manage SFR's Amazon Wishlist
2. Manage SFR's donation warehouse(s)
 - a. Manage warehouse(s) to ensure organization, safety and ease for inventorying
 - b. Maintain a strong relationship with SAC Furniture Bank's in regards to our shared warehouse space
 - c. Keep inventory of donation of furniture, household items, restart kits and wishlist items
 - d. Organize furniture pick up/drop off times and events as needed
3. Outfit host homes, US tie homes, and permanent homes
 - a. Complete Site Visit Housing Checklist and Material Needs Checklist
 - b. Connect with US tie and host homes to ensure they have the required/needed items in advance of arrivals
 - c. Collaborate with Housing Coordinator to plan for housing availability and move in dates
 - d. Work with Welcome Home Team and Good Neighbor Team to coordinate home set-up for new families
4. Lead volunteers to assist with donation pickups, warehouse organization and home setups
 - a. Maintain a team of 5-10 volunteers that assist with donation locations, furniture pickups, inventory, and light furniture repair as needed
5. Assist the Community Mobilization Team as needed
 - a. Common events include: monthly "Welcoming Our New Neighbors" meetings, volunteer trainings, speaking engagements, and annual THRIVE and Amazing Race events
 - b. Build new community partnerships to grow community resources
6. Attend required meetings:
 - a. Community Mobilization Meeting
 - b. Salem for Refugees All Staff Meetings

This job description is not all-inclusive or an exhaustive statement of duties, responsibilities or requirements.

Interested parties should send cover letter and resume to Laurel Rightmer: laurel@salemforrefugees.org