



IRCO VOLUNTEER PROGRAM ASSISTANT

DEPARTMENT

3005 Off Campus – The Immigrant and Refugee Community Organization (IRCO)

To welcome, serve, and empower refugees, immigrants, and people across cultures and generations to reach their full potential.

QUALIFICATIONS

A strong applicant for this position will bring skills in areas like customer service and volunteer coordination. The Volunteer Program Assistant must have effective communication, organizational and interpersonal skills and respond positively and creatively under pressure. This role will support multiple divisions under the supervision of the Volunteer Manager.

DUTIES

This position will be involved in every element of the IRCO Volunteer program and will be responsible for assisting the Volunteer Manager in meeting the administrative needs through recruitment, onboarding, and the placement of volunteers. They will support organizing and coordinating the recruitment of volunteers for IRCO. This support will include monitoring IRCO's volunteer inbox and responding to general volunteer inquiries; collect volunteer information, availability, and skills also process volunteer applications, set up volunteer accounts, conduct background checks.

COMPENSATION

Begins at Minimum Wage

HOURS

Flexible – Monday-Friday, 9am-5pm.

CONTACT

Please submit a resume and application to:
Chloe Hays
Executive Director of SFS
chays@warnerpacific.edu