

**Newcomer Services
Volunteer Manager**

Non-exempt position

The Volunteer Manager of Catholic Charities Diocese of the Arlington (CCDA), Newcomer Services, will recruit volunteers for all Newcomer Services programs at CCDA, including Migration and Refugee Services, Hogar Immigrant Services' Education department, and Hogar Immigrant Services' legal department.

Primary Responsibilities

- Train volunteers as well as provide feedback and recognition for volunteers
- Track volunteer hours,
- Provide information and referrals, and serve as a liaison to other community, faith-based, and government organizations.
- Assist in conducting outreach in the community to recruit volunteers
- Other related duties as assigned.

Documentation and Reporting

- Reports to the CCDA MRS Associate Director of Community Engagement for supervision and submission of required data regarding volunteers for MRS services.

Knowledge, Skills, and Abilities

- BA in social services or an international field of study
- Two or more years of experience working in a multi-cultural setting
- Two or more years of experience in volunteer recruitment and management
- Demonstrated interest in refugee resettlement, ESOL education, naturalization, legal immigration, and immigrant integration initiatives.
- Demonstrated knowledge of Microsoft Office 2007 or later
- Superior writing skills
- Excellent interpersonal skills
- Valid driver's license and regular access to a car

This position is non-exempt and requires regular weeknight and weekend hours. There is a three-month provisional period for this position.

Please email resume with cover letter to: jobs@ccda.net