



Program Officer (Dec 2022) - Position Description

Hearts & Homes for Refugees is a volunteer-driven nonprofit organization that resettles refugees in our communities, and inspires, educates and equips others to do the same. We harness the power of volunteers and mobilize groups to support holistic refugee resettlement. Through our programs, Community Sponsors empower refugees to rebuild their lives and improve the long-term outcomes for our new neighbors. Since 2016 we have been building and leading a network of neighbors, community organizations, faith, student and civic groups to advocate for refugees and provide safe and inclusive communities. We are excited to be part of the new national movement focused on rebuilding the U.S. Refugee Admissions Program through community and private sponsors.

POSITION: Based in Westchester County, NY. Full time. Hybrid position with flexible/remote hours plus in-person meetings and events. Weekly team meetings required. Periodic evening events/meetings and occasional weekend events required. This position will support the organization's mission of welcoming refugees and expanding the welcoming movement, particularly through the Community Sponsorship (CS) model. This includes: community awareness raising; recruiting, organizing, assisting and mentoring volunteers; outreach and coordination with other CS groups; and refugee resettlement. It will also support fundraising efforts as needed.

RESPONSIBILITIES:

- Coordinates mentorship meetings with CS teams and provides guidance on refugee resettlement.
- Identifies and shares training opportunities for CS volunteers.
- Supports volunteer engagement with local refugee families.
- Manage the CS pipeline through all stages of the process: conducts outreach, sets up and conducts orientation in conjunction with the President or Program Director.
- Identifies opportunities and participates in speaking engagements about Hearts & Homes' programs.
- Participates in ongoing discussions regarding CS program evaluation and management.
- Coordinates efforts with other CS groups in networks (eg., meetings, assistance to refugees)
- Responsible for updating and maintaining organized Hearts & Homes records in Google Drive.
- Other tasks as assigned.
- Travel in Westchester and nearby required.

QUALIFICATIONS AND EXPERIENCE: Experience with refugee resettlement (either lived experience or professional) strongly preferred. Second languages are strongly preferred (in particular Persian, Pashto, Ukrainian, Spanish or Urdu). Experience with grant writing, nonprofits and/or community organizing a plus. Self-motivation, good interpersonal and communication skills, and attention to detail are essential for this position, as are strong organizational skills and the capacity to work on multiple projects at one time. Competent computer skills required (experience with Google Suite preferred).

To apply: send cover letter and resume to amy@heartsandhomesforrefugees.org.

SALARY: \$50,000-\$60,000 annually, depending on qualifications and experience.