

POSITION TITLE: Skill-Based Volunteer	
TYPE OF SERVICE: Direct or <b><i>Indirect</i></b>	PROGRAM: All
CONNECTION TO MISSION: Volunteers build our capacity as a staff through their skills and talents thereby empowering us to move our mission forward with efficiency.	
LOCATION: Virtual or in-person while adhering to social distancing and state guidelines.	TIME COMMITMENT: Varies, self-determined
<p><b>POSITION DESCRIPTION:</b>  Tasks vary depending on our needs and a volunteer’s skillset and background. Areas of support and possible tasks:</p> <ul style="list-style-type: none"> <li>• Tech Support   Website design and functionality (ability to do some light coding welcome, but not necessary), Database server/users connectivity</li> <li>• Administrative Support   Data entry, scanning/printing, Filing, Envelope-stuffing and other mailing duties during our annual appeal, Event planning + support</li> <li>• Graphic Design   Designing fliers for events such as World Refugee Day, consulting on branding, PowerPoint designs</li> <li>• Photography   Photographing events such as the Volunteer Summit, World Refugee Day, Health and Wellness Events, Heela Sewing Class Graduation</li> <li>• Videography   Shoot and edit videos to support our fundraising and marketing campaigns and program delivery</li> </ul> <p><b>RESPONSIBILITIES + EXPECTATIONS:</b></p> <ul style="list-style-type: none"> <li>• Skill-based volunteer opportunities may be short-term tasks or long-term ongoing projects.</li> <li>• Be open to train a fellow volunteer to take on a task or role once your commitment changes.</li> <li>• Be reliable, communicative, and collaborative; complete tasks within a given deadline.</li> <li>• Report your Volunteer hours via the Volunteer Portal once a month.</li> </ul>	
<p><b>REQUIREMENTS + QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• For some tasks, it is beneficial (but not required) that volunteers have their own laptop.</li> <li>• Report your Volunteer hours via the Volunteer Portal once a month.</li> </ul>	
<p><b>IMPACT:</b></p> <ul style="list-style-type: none"> <li>• The gratifying experience of being supportive to a small, local non-profit.</li> <li>• Work alongside a team that upholds the values of equity, justice, and empowerment.</li> </ul>	

*Connecting refugees and new immigrants to the resources needed to establish roots, build community, and become self-sufficient.*

