

Lutheran Family Services Position Description

Position Title: Sponsorship Development & Housing and Donations Coordinator

Paygrade: G

Effective Date: January 1, 2010

Reports To: Lutheran Refugee Services
Program Manager

Appointed By: Lutheran Refugee Services
Program Manager

Region: Community Services

Location: Omaha, Nebraska

FLSA Status: Non-Exempt Exempt

LFS Mission Statement:

Lutheran Family Services expresses God's love for all people by providing quality human care services that build and strengthen individual, family and community life.

LFS Values:

Respect all people, families and communities. The pursuit of excellence is achieved through the education of staff and the celebration of diversity, collaboration and change. Integrity, accountability and teamwork are values that guide our communication and work in a manner that upholds the Agency's reputation and Christian value base.

Job Purpose:

To foster relationships in the Omaha community and surrounding areas that will stimulate the development and acquisition of diversified resources to be used on behalf of refugee families served by Lutheran Refugee Services. Will also coordinate the effective set up of housing for refugee arrivals and the pick up of donated items.

Essential Job Duties:

Sponsorship Development

- Recruit congregations/organizations to sponsor refugees.
- Present training materials to sponsors and conduct training.
- Coordinate with supervisors and case managers for assignment of sponsors and provide follow-up support.

Housing and Donations Coordination

- Supervise AmeriCorps members and volunteers to set up housing and secure donated items.
- Build and foster relationships with local Real Estate agencies and housing agencies to raise awareness and secure housing to more effectively meet the needs of the refugee community.
- Ensure complete documentation of all client services.
- Coordinate requests for items to be donated for resettlement use.
- Recruit and schedule volunteers for donation pickup, inventory, and delivery.
- Manage donation inventory to ensure stock of core Resettlement & Placement (R&P) items and warehouse(s) organization.
- Record and report donations for in-kind purposes.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.

Job Requirements:

- Bachelor Degree in Human Service, Social Work, or related human service field. Minimum of one year's experience with public or voluntary agencies that specialize in areas such as community outreach and involvement, cultural diversity awareness issues, or health and welfare concerns.
- Experience in public relations, volunteer coordination and fund raising.
- Excellent oral and written communication skills.
- Possess basic computer skills with experience in Microsoft products, Outlook and internet.
- Ability to work with sensitivity in a multi-ethnic setting.
- Must have high tolerance for ambiguity and change.
- Must be flexible in scheduling time, especially regarding weekends and evenings.
- Must have access to a car; possess a valid Nebraska driver's license, proof of liability insurance and ability to drive for Agency business.
- Commitment to the mission of Lutheran Family Services.

Hiring Manager Signature _____ Date _____

Employee Signature _____ Date _____

Director Human Resources _____ Date _____

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