

<b>Job Title</b>	Volunteer Coordinator (San Antonio, Texas)
<b>Employer/ Agency</b>	Refugee and Immigrant Center for Education and Legal Success (RAICES)
<b>Job Description</b>	<p>We currently seek a fulltime volunteer coordinator who will serve as the initial point of contact for all volunteers interested in information about and working with the Karnes Pro Bono Project. RAICES receives numerous volunteer inquiries each day, and the volunteer coordinator will be expected to quickly and accurately assess demand and balance workload. This position is based in San Antonio, Texas.</p> <p><b>Responsibilities:</b> The volunteer coordinator's primary responsibilities are to:</p> <ul style="list-style-type: none"> <li>• Timely respond to inquiries from individuals interested in volunteering with the Project;</li> <li>• Communicate with volunteers regarding Project needs and work expectations before confirming their visit;</li> <li>• Oversee volunteer integration such as completion of volunteer agreements and facility clearance requests, and ensuring database access;</li> <li>• Coordinate volunteer logistics including scheduling, housing, and transportation;</li> <li>• Ensure timely training for volunteers with Project attorneys and access to orientation materials;</li> <li>• Conduct follow up with volunteers once they have completed their work with the Project, and reach out to former volunteers;</li> <li>• Manage remote volunteer projects;</li> <li>• Coordinate outreach efforts to identify new sources of volunteers and coordinate volunteer recruitment;</li> <li>• Maintain, track, and update volunteer information in a local database;</li> <li>• Assume administrative responsibilities including data management as needed for program compliance; and</li> <li>• Responsibilities may also include traveling to the detention center, assisting with the provision of legal services, and working with recently released families and those families residing in the jurisdiction of the San Antonio Immigration Court.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Four-year degree;</li> <li>• Two years of experience, preferably in volunteer management;</li> <li>• Superb organizational skills and detail oriented;</li> <li>• Excellent written and verbal communication skills;</li> <li>• Ability to multi-task, handle multiple projects, work</li> </ul>

	<p>independently with minimal supervision, and coordinate people and deadlines;</p> <ul style="list-style-type: none"> <li>• Fluency in English (required) and Spanish (preferred);</li> <li>• Familiarity with immigration law (preferred); and</li> <li>• Interest in ending the detention of asylum-seekers and advocating for the end of family detention</li> </ul>
<b>Salary/Hours</b>	DOE
<b>Employer/Agency</b>	Refugee and Immigrant Center for Education and Legal Success (RAICES)
<b>City, State, Zip</b>	San Antonio, Texas
<b>Email Address</b>	<a href="mailto:Apply@RaicesTexas.org">Apply@RaicesTexas.org</a>
<b>Application Method</b>	Email cover letter, resume, references to <a href="mailto:Apply@RaicesTexas.org">Apply@RaicesTexas.org</a> , and specify "Family Detention Volunteer Coordinator" in the subject line.
<b>Opening Date</b>	1/27/17

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