



1694 Como Ave, Saint Paul, MN 55108 • Phone: (651) 647-0191 • Fax: (651) 647-9268 • [www.iimn.org](http://www.iimn.org)

## **Refugee Housing Coordinator**

### **Emergency Response AmeriCorps Member**

#### **Description:**

The Refugee Housing Coordinator will assist Institute staff with preparing rental housing for newly arriving refugees and their families. This position will also collect and organize donated items to supplement the costs families incur when establishing their first home in Minnesota.

Successful candidates for this position are action-oriented, comfortable with independent problem-solving, and interested in active, hands on work. This position will report to the Resettlement and Matching Grant Program Manager, but also support the case manager for Housing, Case Management and Reception.

#### **Qualifications:**

- Someone excited to help create a welcoming home for soon-to-arrive refugee families!
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying.
- Flexible weekday schedule
- Able to work independently
- Valid driver's license, clean record, **and access to own transportation required**
- Flexibility to work with a wide range of situations
- Demonstrated interest in refugee and immigrant issues

#### **Duties:**

- Gather all donated goods to be provided upon arrival
- Be present for furniture drop-off at rental unit
- Assist with set up/organize home furnishings for refugee arrival
- Organize and communicate with housing volunteers on site (currently limited due to COVID-19 precautions)
- Help organize and track housing donations at the Institute

**Hours:** Monday – Thursday 8:15 am – 5:30 pm (30 minute lunches) with occasional Friday and weekend availability