



## **Volunteer Job Description – Intern or Practicum Student**

**Job Title:** Donations Assistant

**Objective:** Assist in developing relationships with churches, schools, business and other organizations to organize and obtain specific needed donation items for newly arrived refugees.

**Department:** Client Services- Ethnic Teams

**Location:** International Institute

**Time commitment:** Flexible

**Responsibilities:**

Work closely with Institute staff to develop relationships with local churches, business, schools and other organizations to obtain needed donation items for newly arrived refugees. Meet with and present mission and needs of Institute clients, collaborate and work closely with community members and staff to collect, organize, and distribute donated items.

**Qualifications:**

Ability to organize, communicate effectively, and collaborate with others

**Training Requirements:**

Training provided by Institute

**Benefits to Volunteer:**

Develop relationships with Institute staff and other community members