



Position Title: Community Liaison VISTA – Migration and Refugee Services
Reports to: Assistant Director, Migration and Refugee Services
Employment Status: Full-time Americorps*VISTA
Position Start/End Dates: 08/05/2019 to 08/03/2020

GENERAL SUMMARY:

Catholic Charities Migration and Refugee Services (MRS) provides core resettlement services to refugees for up to 90 days and supportive services up to five years. Recently resettled refugees often begin their new lives in the U.S. with no job prospects, little to no English skills, interrupted education, limited understanding of U.S. cultural systems, and with no initial income. The refugees that continue to be served by the program long-term are low-income individuals and families. The goal of MRS is to provide the resources and support to enable refugees to become self-sufficient. The Community Liaison VISTA project focuses on developing the MRS volunteer program and new sponsorship/mentorship program in order to increase the overall capacity of the agency and to increase the agency's ability to support newly resettled refugees in Louisville, KY.

ESSENTIAL DUTIES AND TASKS:

The essential duties of the MRS Community Liaison VISTA are:

1. Works with the Catholic Charities agency volunteer coordinator to recruit, train and implement 200 volunteers over the course of the year for the MRS program and look to expand the general volunteer base in the community. Through reviewing trends, the VISTA will work to increase retention among new volunteers.
 - a. Manages and monitors monthly data patterns in volunteer hours.
 - b. Organizes monthly volunteer orientations and update the volunteer packet regularly. Create an exit poll to assess the effectiveness of the volunteer orientation and use the results as a starting point for program improvement.
 - c. Contact new organizations/groups to recruit new volunteer base with the goal of creating lasting partnerships with local businesses, schools, and organizations.
 - d. Attend volunteer fairs/presentations around the city to recruit volunteers and update the volunteer presentation materials regularly.

- e. Help coordinate yearly volunteer appreciation celebration.
 - f. Implement new volunteers in each program at Migration and Refugee Services. Work with currently serving volunteers to gauge their satisfaction in their volunteer roles and ways that the volunteer positions can be improved.
2. Works to design and implement new POWIR (Parishes Organized to Welcome Immigrants and Refugees) grant program and meet the following outlined activities, which will increase integration of MRS clients, leading to long-term self-sufficiency and empowerment.
- a. Continue developing KY Welcome sponsorship training for parishes wanting to sponsor newly-arrived, low-income families.
 - b. Outreach to parishes and other community groups with the goal of engaging first generation immigrants in volunteer activities within the agency.
 - c. Engage in intentional outreach to immigrant communities, focusing on potential asylees, secondary refugees, Special Immigrant Visa holders, and Cuban/Haitian Entrants. Outreach will include presentations, distribution of flyers, and meetings with ethnic groups or community partners to connect potential clients with MRS services that will lead to increased self-sufficiency.
 - d. Participate in planning networking events for immigrants to be made aware of engagement and leadership opportunities within the Louisville community which will support integration efforts and provide avenues out of poverty for immigrants.

EDUCATION AND EXPERIENCE:

Must be at least 18 years of age.

Reasonable accommodations may be made to those who are able to perform the essential duties of the job.

SPECIALIZED SKILLS AND KNOWLEDGE:

- Must be able to communicate verbally and in writing in an effective manner
- Must be people oriented and relate to a varied ethnic population
- Must be able to stand and sit for extended periods
- Must have good vision and hearing
- Must be able to multi-task
- Public speaking experience preferred
- Must be able to drive personal vehicle to various locations within the Louisville Metro area
- The incumbent must be able to maintain the confidentiality of any information she/he encounters.
- Foreign language skills preferred

COMPENSATION:

AmeriCorps VISTA stipend.

For more information on the living allowance rate, please visit:

<https://www.vistacampus.gov/resources/living-allowance-rates-county-1>

BENEFITS:

- AmeriCorps Relocation Allowance
- For details about AmeriCorps VISTA healthcare benefits, please visit:
<http://www.vistacampus.gov/healthcare>
- 12 holidays according to the Catholic Charities holiday calendar
- 10 personal days
- 10 sick days
- No cost Health Coverage Benefit
- Choice of a \$6,095 education award or \$1,800 cash stipend upon successful completion of service year.

TO APPLY:

Qualified applicants should complete the application for “Catholic Charities Community Liaison VISTA ” on the AmeriCorps website no later than 5:00 pm on August 1, 2019.

<https://my.americorps.gov/mp/listing/viewListing.do?id=89770>

Catholic Charities of Louisville, Inc.

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