

Job Description – Community Sponsorship Coordinator

Position Summary:

The purpose of this position is to manage Exodus's work with faith-based, corporate, and community organizations as they form groups to help welcome and support refugee families as they arrive in Indiana. These groups, known as "co-sponsors" or "welcome teams," collaborate with Exodus to assist a refugee family adjusting to life in Indiana. Groups typically work with a family during their first 90 days in the U.S., but may also be placed with a recently arrived family who would benefit from support.

Responsibilities:

1. Conduct recruitment, screening, and interviewing of faith-based, corporate, and community groups to serve as co-sponsors/welcome teams for refugees in Indianapolis and throughout the state of Indiana
2. Manage in a timely and professional manner all communication from co-sponsorship groups and welcome teams
3. Provide training sessions for groups interested in becoming co-sponsors/welcome teams, helping them understand all requirements and set goals
4. Update and develop new training materials for co-sponsors/welcome teams as needed
5. Develop an internal referral system for assigning co-sponsors to refugees who have already been living in the U.S. but could use additional assistance
6. Manage co-sponsorship and welcome team data for all relevant reporting
7. Conduct weekly calls with co-sponsors and welcome teams to ensure that goals are being met
8. Develop evaluation system to solicit feedback both from volunteer groups and from clients working with co-sponsors or welcome teams
9. Attend weekly staff and development team meetings.
10. Participate in Exodus staff trainings and development activities.
11. Perform other duties as may be required by supervisor.
12. Reports to the Director of Development.

Position Criteria:

- Must have a bachelor's degree and experience in human services or public affairs.
- Must be comfortable in intercultural environments and working as part of a team.
- Must possess excellent written and oral communication skills, customer service abilities, organization, and ability to be flexible and creative.
- PC proficiency, competent with Word, Excel, and PowerPoint.