

## REFUGEE LIFE MINISTRIES INTERN

**POSITION TITLE:** Refugee life Ministries Intern

**REPORTING RELATIONSHIP:** Refugee Life Ministries Volunteer Coordinator

**HOURS:** 10 hours per week

**ARRIVE MINISTRIES:** Is a faith-based organization, in community with the local Church, which seeks to see refugees and immigrants transformed economically, socially, and spiritually as we are transformed together by the Gospel.

**REFUGEE LIFE MINISTRIES (RLM):** RLM is a program of Arrive Ministries with the mission of empowering the church to welcome refugees with the love of Christ. Church teams and individual volunteers are trained, equipped, and matched with newly-arrived refugee families who come through the resettlement program of Arrive Ministries.

**PRIMARY PURPOSE OF THIS POSITION:** To provide practical, organizational, and office support for the volunteer program while also gaining experience in shadowing trainings and ongoing support of volunteers.

### DUTIES AND RESPONSIBILITIES:

#### 1. ADMINISTRATIVE SUPPORT

- Communication with current and prospective volunteers
- Maintain and update packets of handouts for individual meetings with church leaders, team leaders, church teams, and individual volunteers
- Maintain online volunteer database
- Assist in organizing donation room and sorting incoming donations
- Coordinating matches with volunteers, refugees, and interpreters
- Assistance with event planning details and set up

#### 2. CASE MANAGEMENT SUPPORT

- Assistance with case management paperwork (social security applications, County Applications, scheduling appointments, etc.)
- Assist case managers in transporting clients to appointments
- Assist with scheduling appointments

### SHADOWING OPPORTUNITIES

- Individual Volunteer Orientations
- Volunteer and Church Team matches with refugee families
- Interest Meetings with prospective church teams
- Meetings with Church Leaders to share about the ministry
- Individual Church Team Orientations for active church teams
- Coaching meetings with Team Leaders and individual volunteers

### KEY SKILLS:

- Demonstrated relationship with Jesus Christ
- Agree with and adhere to Transform Minnesota's [Statement of Faith](#) and Code of Conduct
- Valid Driver's license with proof of insurance and good driving record
- Strong organizational skills and attention to detail
- Excellent computer skills, especially with Microsoft Word, Microsoft Excel, and ability to manage online databases.
- Good written communication skills

**Send Resume and Cover letter to: Jessica Wills, RLM Program Director, [jwills@arriveministries.org](mailto:jwills@arriveministries.org)**