



**Volunteer Administrative & Office Coordinator  
As of August 31, 2020**

**Description:**

- Title: Volunteer Administrative & Office Coordinator
- Start date: ASAP
- Status: long-term volunteer
- Schedule: flexible. Ideally 2-3 days/week for a minimum of 4 hours each day
- Overview: this unique volunteer position offers an exciting opportunity to interact with the refugee clients we serve and our staff across all the various departments of Arrive Ministries. Because we are part of Transform Minnesota, it also interfaces with their staff and related ministries (New Life Family Services and Damascus Way).
- Requirements:
  - Desire to serve refugees at Arrive Ministries
  - Demonstrated organizational and administrative abilities
  - Ability to work quickly and adapt to change
  - Desire to work among a team who are passionate about serving the Lord by loving refugees
  - Completion of volunteer agreement and background check
- Duties:
  - Assist Immigration Legal Services team with client follow-up, preparing, scanning and mailing documents, case filing, etc.
  - Act as receptionist, mainly welcoming refugee clients who have Immigration Legal Services appointments
  - Help with other Arrive departments as needed (e.g., accepting and managing donations of household items for newly arriving families, assisting with mailing projects, writing notes to donors, etc.)
  - Answer phone (also mainly immigrant and refugee callers)
  - Assist with other office tasks such as mail, packages, etc.

***To apply, please send an email, including a resume, to Krista at [kallgor@arriveministries.org](mailto:kallgor@arriveministries.org)***