



Advocates for Immigrants in Detention Northwest (AIDNW)

Position: Volunteer Coordinator/Office Administrator

Organization Overview: Advocates for Immigrants in Detention Northwest (AIDNW) is a non-profit organization that welcomes immigrants to our community both during and upon release from detention. AIDNW programs provide critical services through the involvement of its 200+ volunteers.

Location: Tacoma, Washington

Job Summary:

Supervise and coordinate AIDNW volunteers, office and Hospitality House staff, AIDNW services, projects, and processes to ensure they are aligned with the organization's mission, values, goals, and priorities.

Spend time at the Welcome Center located near the NW ICE Processing [detention] Center in the Port of Tacoma area, and at the Office/Hospitality House located at 1915 S Sheridan Ave, Tacoma, WA 98405

Accountability: Reports to the Executive Director

Duties and Responsibilities:

- Coordinate, supervise, maintain and further develop programs, services, and volunteer activity.
- Supervise all aspects of the volunteer program, including finding, training, scheduling, supervising, updating, supporting, and regularly communicating with volunteers about their needs and satisfaction.
- Maintain and distribute written standard operating procedures to assure all programs and services are managed consistently, and with high quality control.
- Supervise and mentor volunteers and staff at the Welcome Center and Office/Hospitality House.
- Monitor and document program progress, data, and services provided to produce accurate and timely reports and share the reports with the Board at their monthly meetings.

Qualifications:

Required

- Excellent organizational and planning skills to manage and prioritize multiple duties in an organized and efficient manner

- Ability to respond quickly to changing conditions and meet challenges with composure and an effective action plan
- Ability to communicate in a clear, concise, and timely manner, both verbally and in writing
- Interpersonal/relationship and supervisory skills, including proven leadership qualities and the ability to handle difficult situations with tact and compassion
- Strong analytical and problem-solving skills, including risk management abilities that anticipate and prevent problems from arising
- Proficient in computer skills including Microsoft Office (Word and Excel), and Google Doc.
- Cash handling and basic math skills
- Minimum 1 year of supervisory experience
- Minimum 1 year experience with a non-profit organization, volunteer program, public administration, or human services organization
- Must be able to work in the office 4-5 days a week

Desired

- Experience working with immigrants
- Familiarity with the Tacoma-Pierce County community and Northwest ICE Processing Center
- Conversant in at least one language besides English; Spanish highly preferred.

AIDNW staff are expected to act without prejudice toward all people regardless of age, sex, sexuality, race, religion, country of origin or economic status. We also expect our staff to show respect to our clients and volunteers by keeping personal information confidential.

Compensation pay range: \$20.00-\$25.00 an hour depending on work experience and qualifications with holiday and accrued vacation time.

Hours and Schedule: 32-40 hours a week Monday -Friday; some Saturdays may be required.

Application Instructions: Please send a cover letter and resume to dcruz@aidnw.org

Diversity Statement

AIDNW is a 501 © (3) tax deductible, non-profit organization and is committed to expanding the conversation on immigration by acting to achieve a rich diversity of staff, board members, volunteers, supporters, and those we seek to engage with our programming. AIDNW encourages all qualified individuals to apply.

To learn more about AIDNW, visit our website: <https://aidnw.org>.