



Salem For Refugees | Donations Coordinator Role Description

Job Title: Donations Coordinator

Supervisors: Luke Glaze - Executive Director

Role Purpose: To provide coordination of community donations to support the resettlement of refugees to the Salem area.

Time Commitment: 30-40 hours per week, benefited

Role Requirements: Clean driving record and able to drive company vehicles

Ideal Candidate: Organizational skills, ability to lift heavy items, strong verbal and written communication skills, bilingual preferred.

Role Duties:

1. Move-In Coordination:
 - a. Schedule move-ins in collaboration with the Permanent Housing Coordinator.
 - b. Organize and oversee volunteers from the Welcome Home Team for furniture move-ins.
 - c. Rent and coordinate transport, such as U-Haul trucks or volunteer vehicles.
 - d. Prepare and stage home furnishings and restart kits for move-ins.
2. Donation Management:
 - a. Source and track donations from the community, maintaining an inventory of needed items.
 - b. Communicate with donors by email and phone calls about potential items.
 - c. Schedule donation pick-ups and drop-offs at the Donations Warehouse.
 - d. Purchase furniture and restart kits when needed.
 - e. Manage the Amazon Wishlist and communicate donation needs to the Community Engagement Team.
 - f. Develop partnerships with local businesses and organizations to support donations.
3. Warehouse Organization:
 - a. Ensure the warehouse is well-organized and items are stored safely.
 - b. Clean and lightly repair furniture when necessary.
 - c. Maintain accurate records of inventory, including furniture, household items, and restart kits in the warehouse.
4. Welcome Home Team:
 - a. Lead and maintain a team of volunteers for various tasks related to donations and home setups.
 - b. Provide guidance and support to ensure efficient and effective volunteer operations.
 - c. Distribute move-in details and updates promptly.
5. Data and Financial Tracking:
 - a. Complete quarterly in-kind donation value tracking.
 - b. Maintain client internal financial ledgers with all items provided to clients.
 - c. Complete MNS forms for temporary and permanent housing arrangements.
6. New Neighbor Arrivals
 - a. Prepare car seats, jackets, and restart kits for arrivals.
Purchase and set up SFR email addresses, cell phones, and phone plans for arriving clients.
 - b. Track email and phone details within the Master Spreadsheet.
 - c. Update the client R&P Financial Tracking Ledger with purchased items.
 - d. Deliver necessary items for client arrivals to temporary housing.

This job description is not all-inclusive or an exhaustive statement of duties, responsibilities or requirements.
Interested parties should send cover letter and resume to Laurel Rightmer: laurel@salemforrefugees.org