



**FORA**  
FORGING OPPORTUNITIES  
FOR REFUGEES IN AMERICA

Gold  
Transparency  
2022

Candid.

1723 W. Devon Ave, PO Box #60085, Chicago, IL 60660

## **Chief Outreach Officer**

Overview: FORA is hiring a Chief Outreach Officer, who will be responsible for engaging and inspiring individuals -- both donors and volunteers -- to become involved in FORA's work of refugee empowerment and education. We seek to hire an Officer who is determined to grow a community of support for FORA, and who will use their joy, strong interpersonal skills, and total commitment to reversing the denial of basic rights to refugee youth, to champion FORA in all volunteer and donor relations.

### **VOLUNTEER RECRUITMENT**

- The Officer is the main recruiter for volunteers, interns, and Work Study tutors. In line with FORA's values, the Officer will recruit potential staff and volunteers and robustly honor our anti-discrimination/pro-inclusion commitment of Equal Employment Opportunities and federal and state and local civil rights and employment legislation.
- The Officer will be the primary greeter and "tour guide" for any prospective volunteers who come to FORA.
- The Officer will promptly and enthusiastically respond to any volunteer-related inquiries to FORA.
- Will set the strategy for long-term and short-term growth in volunteer recruitment, and manage key relationships which will drive that growth.
- Will design and implement a multi-year volunteer and work-study recruitment plan to support the goals of the FORA's strategic plan.
- Will create, maintain, and cultivate partnerships with corporations, civic organizations, colleges, faith communities and other groups in order to recruit volunteers and work-study students and raise awareness.
- Will manage ad placement for recruiting virtual volunteers
- Will create print materials and website/social media messaging for volunteer recruitment.
- Will lead and/or participate in agency information sessions, open houses, and orientation events both on and off site.
- Will track and evaluate results of recruitment and outreach efforts, and provide quarterly progress reports.
- Will reach out to volunteers and staff and their friends and families to have others visit FORA, volunteer at FORA, donate to FORA, and host events for FORA. Will help such events.

- FORA's method of recruiting volunteers will need to progress and become more targeted as our organization becomes better and better and expands, so that FORA can obtain top-quality volunteers who can remain connected with our organization over time. To note, we are focused on building an inclusive, diverse, and active humanitarian movement based on voluntary service and this Officer will embrace, embody, and spread reasoned enthusiasm for this model.

### **VOLUNTEER PROCESSING AND ONBOARDING**

- The Officer will instruct volunteers to fill out and assist them with completing their applications and then, after interviewing them, determine whether volunteers are accepted into the FORA program.
- Will oversee the background check process, including collecting key background documents and recording details.
- Will oversee volunteer hour tracking and awarding of the Presidential Volunteer Service Award

### **WORK STUDY PROCESSING AND ONBOARDING**

- Will oversee the background check process, including collecting key background documents and recording details.
- Will fill out all special Work Study paperwork
- Will be the main point of contact at FORA for Work Study offices

### **INTERN OVERSIGHT**

- Will recruit and interview all interns
- Will be responsible for filling out all special evaluations, paperwork, and funding requests for interns receiving course credit
- Will supervise and manage intern projects, giving direct feedback on their work
- Will assess departmental and organizational needs and delegate interns accordingly

### **STAFF RECRUITMENT**

- Will place ads on strategic job boards/sites based on the qualifications needed for the position
- Will gather applications in an organized fashion
- Will coordinate the timing and logistics of all interviews
- Will communicate with applicants regarding hiring decision
- Will write a memo detailing the hiring rationale

## **DONOR STEWARDSHIP**

- Establish and maintain information-tracking processes regarding acknowledgment, recognition, ongoing communications, and continued cultivation for past and current donors.
- Develop process for extending strategic and regular invitations to donors and prospects for tours, meetings, presentations, and events.
- Invites community speakers to FORA.
- Create and host opportunities for donors to observe and learn about FORA's impact
- Assist Chief Development Officer in overseeing a portfolio of individual and corporate donors. Responsible for identifying, cultivating, soliciting, stewarding and acknowledging and in any other needs of the Chief Development Officer.
- Assisting with event coordination
- Other development duties as assigned

## **JOB HOURS**

- At least 8 hours a day, 3.5 of which should be between 3:45 p.m. and 7:45 pm during the school year
- 9am - 5pm in the summer
- If can only work part time, open to negotiations regarding hours.

## **REQUIRED QUALIFICATIONS**

- High school degree or equivalent.
- Fluency in English.
- Total commitment to reversing the denial of basic rights to refugee youth.
- A "people-person," using joy and extremely strong interpersonal skills to champion FORA, encouraging volunteers and donors to invest in what we do.
- Exceptional written and verbal communication skills.
- Organization and high attention to detail and commitment to accuracy, especially when filing paperwork and uploading information into databases.
- Once the job is offered, successful completion of a state and federal background check.
- Handling multiple tasks and to prioritize appropriately.
- Working efficiently with detail under time constraints.
- Ability to effectively prioritize and work independently and as a team member.
- Willingness to assume responsibility and follow-through.
- Resilience and determination to get the job done, because the job is key to our success.

## **PREFERRED QUALIFICATIONS**

- Demonstrated interest in the marginalized of society.
- Experience in any type of recruitment, but preferably volunteer recruitment.
- Experience in storytelling and presenting that inspires, educates, and brings people together around a mission, vision, and cause.
- Experience in donor stewardship
- Good handwriting/penmanship
- College degree or equivalent.

## **BENEFITS**

- \$37,288 to \$45,500, commensurate with experience
- Health insurance offered with partial coverage paid by FORA
- Paid Time Off
  - 7 vacation days with advance notice and supervisor approval
  - All federal holidays as listed by the US Office of Personnel Management
  - 8 total-FORA closure days as selected by management each year
  - 1 hour of paid sick time for every 40 hours worked, plus 5 extra sick days with proof of a positive COVID test

If full time, this would be a management position (you would, at the very least, be overseeing various interns) with no overtime paid.

We are open to considering part-time employees and to reduce parts of the job description, but if the person is part-time instead of full-time, the wages would be \$15.50 an hour with none of the benefits listed above except for the mandatory Chicago and Illinois sick leave requirements and local, state and federal overtime requirements.

## **TIMELINE FOR HIRING:**

We will be making a final decision no earlier than August 1st, but after that will make employment decisions for job openings on a rolling basis.

## **APPLICATION PROCESS & REQUIREMENTS:**

We require a resume and a cover letter submitted to [hire@refugeefora.org](mailto:hire@refugeefora.org) . The cover letter should emphasize how the candidate meets the required qualifications and any preferred qualifications, listed above, and why the candidate wants to work at FORA. If you do not submit a detailed cover letter, we might not even consider your application.

FORA encourages individuals from all backgrounds to apply. We value patience, kindness, wellness, intercultural connection, a passion for learning, and a determined resilience. The successful candidate will be at ease modeling these values for the students, parents, and volunteers with whom we work.