



## JOB POSTING

<b>JOB TITLE:</b>	Donations Coordinator		
<b>PROJECT:</b>	Agency for New Americans (ANA)		
<b>LOCATION:</b>	1614 W Jefferson, Boise, ID		
<b>STATUS/HOURS:</b>	<input type="checkbox"/> Full Time	<input checked="" type="checkbox"/> Part Time	<u>20</u> Hours per week
<b>FLSA STATUS:</b>	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	<u>50%</u> FTE
<b>PAY:</b>	\$11.00 to \$12.40 per hour		
<b>REPORTS TO:</b>	Program Director		
<b>POSTING DATES:</b>	January 8 – January 22, 2019		

**SUMMARY:** ANA’s mission is to assist refugees in achieving self-sufficiency in their new lives in Boise. The Donations Coordinator promotes the social integration of refugees into the larger community and helps to develop local resources that contribute to the accomplishment of program goals specifically by soliciting and managing the donation of household furnishings necessary for the set-up of apartments for newly arriving refugee families.

This position has variable work hours due to the variability of the number of refugee arrivals. Work hours will be 20 hours per week, with some additional hours depending on the number of arrivals. We are seeking applicants who are looking for part-time work and some flexibility in their job but able to meet scheduling requirements at times when we have increased arrivals. This position is benefit-eligible.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### *Donation Solicitation:*

- Develop a network of resources in the community that are necessary to the resettlement goals: furniture, household items, cars, clothes, food;
- Solicit donations through established partners and creatively incorporate the use of social media into efforts to expand our donation resources and build community partners, etc.;
- Arrange for and pick up donations and deliver to refugee homes or storage unit;
- Maintain storage units and pursue donated storage space, as well as alert staff to changes and availability of items;
- Keep accurate and complete records of contacts made and results obtained;
- Issue donation receipts to donors; send thank-you letters;

#### *Apartment Set-up:*

- Identify, obtain and load needed furnishings for apartment set-up;
- Coordinate with volunteers or ANA staff to move furnishings into apartments;
- Set-up apartment including assembling bed frames as needed;
- Track items given to specific families and complete the Client Reception and Placement Supply List for each family;

#### *Administrative and Other Duties:*

- Plan and coordinate volunteer assistance for donation pick-up, delivery and apartment set-up;
- Truck maintenance (schedule regular tune-ups, oil change, etc.)
- Regular and predictable attendance required.

**QUALIFICATION REQUIREMENTS:**

- Experience in community relations, and mobilizing community resources;
- Good working knowledge of organizational resources in the private and public sectors;
- Ability to work as a team with other staff members;
- Understanding of the challenges facing newly resettled refugees;
- Willingness and ability to work flexible hours, including evenings and weekends;
- Ability to safely drive a box van moving truck;
- Ability to safely move furniture;
- Basic computer skills, knowledge of Word, Excel, and ability to use a database;
- Experience managing multiple competing tasks required; inventory management or logistics experience preferred;
- Excellent written and verbal skills;
- Experience using a variety of social media platforms;
- Access to a reliable vehicle and ability to provide transportation for self and refugees;
- Must have a valid driver's license and be able to show proof of the minimum state required automobile liability insurance;
- Ability to pass a criminal history background check and driving background check;
- Bi-lingual preferred;

**EDUCATION:**

- High school diploma or GED required; Associate's degree in public relations, marketing, social work or related field strongly preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- None required

**WORKING CONDITIONS:**

Works in general office environment, drives a box van moving truck, and works in storage units and various apartments and homes that are being furnished.

**PHYSICAL REQUIREMENTS:**

Must be able to tolerate heat and cold, and to drive to merchant's facilities, homes and apartments in varied weather conditions. Sitting, standing, walking, driving, climbing and descending steps while carrying loads, repeated hand and wrist motions (for computer use) are required. Requires frequent lifting of up to 75 pounds or more.

**TO APPLY:**

Complete the required Jannus, Inc. Employment Application available at [www.jannus.org](http://www.jannus.org) and send with your cover letter and resume to [info@jannus.org](mailto:info@jannus.org). Or fax to 208.336.0880 or mail or deliver to 1607 W Jefferson St., Boise, ID 83702 by the above stated deadline.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.*

*Jannus, Inc. is an Affirmative Action / Equal Employment Opportunity Employer*

Jannus, Inc. shall abide by the requirements of 41 CFR sections 60-1.4(a)(7), 60-300.5(a) and (d), 60-741.5(a) and (d), and 29 C.F.R. Part 471, Appendix A to Subpart A, if applicable. These regulations prohibit discrimination against qualified individuals including on the basis of race, color, religion, age, gender, pregnancy, national origin, mental or physical disability, genetic information, sexual orientation or gender identity, veteran status or disability, military status, or any status protected by federal, state or local law and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment women, minorities, qualified protected veterans, and individuals with disabilities.