



**EPISCOPAL
DIOCESE**
of West Texas

Episcopal Diocese of West Texas

Volunteer Coordinator – Migrant Support Services Lead

The Episcopal Diocese of West Texas operates a daytime respite center in San Antonio, serving newly arriving families and individuals legally seeking asylum in the U.S. The **Volunteer Coordinator - Migrant Support Services Lead** will support the work of the Diocese of West Texas and the Respite Center Coordinator in the day-to-day operation of the facility. The services provided by this role will rely extensively on Spanish language skills (both written and verbal), critical thinking, problem-solving, and organization skills. The services provided will be planned by the Respite Center Coordinator and will be supervised by the Director of Immigration & Refugee Ministries.

Responsibilities

- Create a comfortable and welcoming environment for migrants served
- Lead and manage volunteer onboarding and scheduling; welcome and check-in volunteers
- Ensure volunteers abide by volunteer agreement (Code of Conduct)
- Ensure the facility is prepped, cleaned, and stocked for each arrival
- Open and/or close respite center for the day
- Report facility maintenance needs to Respite Center Coordinator
- Organize migrant transportation to and from the respite center
- Confirm hotels and support migrant check-in
- Share end-of-day reports with the Director of Immigration & Refugee Ministries

Skills Required

- Native or Advanced fluency in Spanish **required** (reading, writing, and conversational)
- Commitment to diversity, equity, inclusion and anti-racism
- Excellent written and verbal communications
- Computer proficiency (Email, Word, Excel, Google Docs)
- Works well in fast-paced and stressful situations
- Demonstrated leadership and management skills
- Accurate data recording / entry / reporting
- Highly organized with great attention to detail
- Self-starter with excellent problem solving and multi-tasking skills
- Can prioritize and manage time effectively
- Able to work independently or as a member of a team providing support

Additional Details

- Fast-paced environment handling multiple tasks
- Must pass a preliminary background check
- Primary service times are Monday – Friday 2:00 p.m. to 10:00 p.m.
- Contract position through December 31, 2023 for approximately 35 to 40 hours per week

To apply, submit a resume to: Flor Saldivar at immigration@dwtx.org