



RefugeeRISE AmeriCorps Resettlement Client Services Coordinator

Are you passionate about helping people? Do you want an opportunity to use your organizational and management skills while contributing to your community? Join CMC's team as a RefugeeRISE AmeriCorps member and work to support refugees as they begin their new lives in the US. The Resettlement Client Services Coordinator position will work directly with CMC clients and staff members to coordinate and oversee the administrative tasks related to refugee resettlement while providing assistance and support to case managers, staff and clients.

- Oversee coordination of appointments
- Secure housing, build relationships with landlords, work with Community Resources Coordinator to schedule moves
- Manage Case files
- Coordinate with US ties
- Case manager support
- Administrative tasks
- French or Swahili language skills preferred