



**THEIR STORY
IS OUR STORY**

Onboarding & Training Specialist

Major Objectives

Their Story Is Our Story (TSOS) gathers and shares firsthand refugee stories and immigrant advocate stories to change the perception and reception of refugees in communities worldwide. As a storytelling organization, TSOS works to expand its reach in both gathering new stories and sharing stories with the public through various platforms.

The Onboarding and Training Specialist (OTS) will oversee the onboarding process for all new volunteers and will facilitate the creation of department-specific training protocols for all departments within TSOS. As TSOS continues to grow the OTS will work to evolve onboarding and training procedures.

Major Responsibilities

- Provide a positive welcome experience to all new volunteers.
- Facilitate the completion of all onboarding paperwork.
- Manage the creation of training materials and update welcome materials when applicable.
- Coordinate with members of TSOS leadership to create department-specific training and onboarding materials.
- Maintain the organization chart.
- Coordinate with appropriate staff to ensure the website's staff page is updated regularly.

Commitments

The role of Onboarding & Training Specialist requires approximately 1-5 hours of work per week. The OTS commits to a 24 hour turnaround time on communication and a monthly check in with the Director of Education & Engagement.

TSOS respects the needs of volunteers to balance other home and professional commitments. The OTS will work with the Director of Education & Engagement to ensure that communication, meetings, and commitments align within the volunteer's boundaries and availability.

Onboarding

The Director of Education & Engagement will provide background training, clarify responsibilities and will check-in regularly to collaborate on vision and planning.

Supervision

The OTS is supervised by the Director of Education & Engagement. The OTS does not supervise other roles.