



International Emergency and Development Aid (IEDA Relief) Inc.

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International Emergency and Development Aid (IEDA Relief) is a Not-for-Profit organization, 501(c)3 Tax-exempt Headquartered in Houston, Texas, USA with office in Brussels, Belgium (IEDA Relief Belgium) and global operations in few countries around the globe providing Humanitarian/Relief and Development Services. IEDA Relief is an emerging organization committed to taking the most effective, flexible and innovative approaches to Humanitarian and development work. Our mission is to alleviate the suffering of vulnerable people tackling the underlying causes of poverty so that they can become self-sufficient and achieve their full potential. Since 2008, IEDA Relief has worked in 12 countries with an \$80M investment over 260 projects helping people as they transition to longer-term development. Our staff focus on marginalized people, as well as internally displaced persons and refugees. We have facilitated and delivered the key components of support and coupled activities with community capacity building to develop a local voice, ownership, and technical capability for communities to support their transition to longer-term sustainability. Why IEDA Relief? We know communities – we do not just say it, we practice it. We are working intimately with communities from Day One. For us, it does not make sense to work in communities without understanding them and learning from them – their people, their needs, what drives them, social structures, cultural practices, and interactions. When the situation calls, we work quickly so that we do not lose time further down the road when problems arise. During this worldwide Pandemic of Covid-19, IEDA Relief picked up the call and is responding to feeding the 1st Responders by raising funds and receiving in-kind donations.

Be a Part of the IEDA Relief Team!

Globally, volunteers and interns (many of which are locally recruited) play a vital role in IEDA Relief's programs and operations. Volunteers and interns from diverse backgrounds dedicate their time and skills to work directly with program beneficiaries, develop IEDA Relief's organizational capacities, help with IEDA Relief events and fundraisers, and take part in emergency response missions in the critical days and months following a conflict or natural disaster.

IEDA Relief actively recruits volunteers and interns for specific postings (see below), and also accepts applications on a rolling basis. Prospective interns must be currently enrolled in or recent graduates of an undergraduate or graduate educational institution; internships are generally unpaid unless special arrangements are made with your academic institution.

View the opportunities posted below for specific internships and volunteer openings.

Depending on the needs of the office and an individual's level of experience, examples of volunteer/intern duties include:

- Short- and long-term program assistance to educate, mentor, and otherwise provide support to refugees, asylum seekers, immigrants and other vulnerable populations of all ages
- Assisting IEDA Relief staff with program data entry, monitoring and evaluation, reporting/translation and website updates
- Assisting with IEDA Relief events, (social) media campaigns, and fundraisers
- Conducting research and producing proposals regarding potential new IEDA Relief programs and/or solutions to help meet organizational objectives
- Providing specific skills and/or expertise in finance, marketing and media, HR, emergency management, IT, or other areas of specialization to add to IEDA Relief's programs and organizational capabilities

[Apply Today!](#)

At IEDA Relief, our mission is to alleviate the suffering of vulnerable people. We are a (501(c)3) Tax Exempt NGO under IRS Charity code, an Organization in Special Consultative Status with the UN Economic and Social Council (ECOSOC) since 2017.



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If you are interested in becoming an IEDA Relief volunteer or intern, please email your resume/CV to volunteer@iedarelief.org. Please note only applicants that state their availability will be considered. In the subject line of your email, specify position and location where you want to serve.

Volunteer Coordinator

Volunteer coordinators are responsible for recruiting and managing groups of volunteers, as well as individual members of a volunteer organization. They must have strong communication skills, since they must work with many different kinds of people. We are looking for a competent **Volunteer Coordinator** to recruit and manage volunteers. You will be responsible for allocating responsibilities and retaining the best people. You should know how to distinguish talent and do everything possible to motivate and inspire. You must possess excellent organizational skills and ability to communicate with people from diverse backgrounds and experience.

The goal is to ensure that our organization is always staffed with the best and most reliable individuals, and that they are correctly utilized for the fulfilment of our mission.

As a Volunteer Coordinator, you get to

- Establish goals and strategies for the program that support our mission
- Create a positive volunteer experience that helps volunteers meet their philanthropic goals and ambitions through a relationship with our organization
- Prepare annual reports on program success
- Institute program policies and procedures (e.g., documenting volunteer hours)
- Utilize our database to maintain volunteer records and track volunteer statistics
- Create and maintain volunteer sign-up forms
- Produce supportive materials for stages in the volunteer process (i.e., applications, releases, policies and procedures, agreements and orientation handbooks)
- Write volunteer position descriptions
- Lead volunteers through orientation and training
- Monitor expenses against the approved budget
- Target ideal volunteers and promote the program in the community
- Develop strategies to recruit people with the right skills
- Streamline the intake and interview protocol, ensuring that volunteers are appropriately screened
- Match volunteer skills and interests with existing needs
- Evaluate contribution of individual volunteers and organize form recognition events

Requirements

- You probably have 3-5 years of leadership experience under your belt, and you stay attuned to current trends and resources, probably having a BSc/BA in business administration, human resources, social studies or a relevant field.
- Ability to build long-term relationships with volunteers, staff and communities.
- A pleasant, outgoing personality

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