

NORTH AMERICAN DIVISION

JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from North American Division employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

TITLE OF JOB: Taskforce Coordinator

DEPARTMENT: Office of Volunteer Ministries (OVM)

SUPERVISOR: Director

REMUNERATION GRADE/RATE: Regular Full-Time (Exempt)

LOCATION: NAD Headquarters (Columbia, MD)

POSITION SUMMARY: Responsible for identifying and establishing potential missionary sites and urban centers of influence within the North American Division. Provides training in screening and selection of potential volunteers, organizing and conducting training programs, and evaluation during site visits. Assists with social media resources. Assists in designated administrative details using initiative and sound judgment.

AUTHORITY, ACCOUNTABILITY: Authority as delegated by the supervisor. Work is performed with minimal supervision. Responds to own supervisor. There are specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines independently.

ESSENTIAL JOB FUNCTIONS:

- Identifies and establishes new sites for community outreach programs.
- Oversees the development of handbook/instruction manual used in training of volunteer service providers, and updates on a regular basis.
- Organizes and conducts annual training event for service providers as needed by Director.
- Provides assistance and training on screening, interviews, and selection of potential volunteers for placement at community sites within North American Division.
- Coordinates placement of volunteers with pre-selected program site.
- Recruits service providers and volunteers at Seventh-day Adventist colleges, universities, career fairs, job expos, etc., within the North American Division.
- Writes articles and features for publication in SDA magazines and/or journals.
- Communicates with sites and volunteers on a regular basis and serves as mediator for conflict resolutions as needed.
- Generates correspondence required to answer inquiries, clarifies information/policy.
- Works with and coordinates with the Adventist Volunteer Service program.
- Gathers data and creates statistical report to be used in generating reports and designing other projects.
- Identifies potential sources of funding through research and submits concept papers to potential donors.
- Other duties as assigned or requested by supervisor.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree in social services, urban ministry or related field with course work or experience in community service. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

Three or more years relevant work experience are needed to gain the skills and knowledge required to perform job duties.

KNOWLEDGE AND SKILL: Knowledge of principles, policies and beliefs of the General Conference and the Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skill in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills including proficiency in both verbal and written.

Ability to perform administrative functions, develop long-term and short-term plans and programs, and to establish and maintain effective relationships with internal and external personnel.

If interested in the above position, please submit cover letter, resume, and completed NAD Employment Application to jobs@nadadventist.org. Find the application on our website at www.nadadventist.org/careers.

Position will remain available until filled.

Posted:

Wednesday, August 3, 2022