

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: Tutoring and Mentoring Coordinator

DEPARTMENT: Office of Volunteer Ministries (OVM)

SUPERVISOR: Director

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

LOCATION: NAD Headquarters (Columbia, MD)

POSITION SUMMARY: In partnership with Adventist Community Services, responsible for the development, implementation, and training required for successful community-based volunteer initiatives designed to serve children in underserved/at-risk communities within the North American Division territory through an after-school mentoring and tutoring program.

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:

- Collaborates with Adventist Community Services to identify and establish new sites for community tutoring and volunteer-based programs.
- Recruits volunteer tutors and coordinators at Seventh-day Adventist colleges, universities, career fairs, job expos, etc., within the North American Division.
- Screens, interviews, and selects potential volunteers for placement at community sites within North American Division.
- Coordinates placement of volunteers with pre-selected program site.
- Organizes and conducts annual training events for Tutoring Coordinators.
- 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, and obtains donors, etc.
- Gathers data and creates statistical report to be used in generating reports and designing other projects.
- Oversees the development of handbook/instruction manual used in training of volunteer tutors; updates on a regular basis.
- Writes articles and features for publication in SDA magazines and/or journals.
- Other duties as assigned or requested by supervisor.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree in social services, education, urban ministries or related field with course work or experience in program funding and/or proposal writing. Experience serving urban or underserved communities desired. 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