

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: Processing & Communications Coordinator

DEPARTMENT: Office of Volunteer Ministries (NAD-OVM)

SUPERVISOR: Ernest Hernandez, Director

REMUNERATION GRADE/RATE Regular Full-Time (Exempt)

ESSENTIAL JOB FUNCTIONS:

- Coordinates and processes all volunteer placements for persons from NAD willing to serve both within North America and overseas.
- Receives all forms and paperwork from SDA Campus Coordinators and establishes volunteer files.
- Identifies potential issues or concerns with a volunteer applicant and performs the necessary research and/or reference checks required to obtain clarification.
- Member of the NAD Appointees Committee and makes recommendations regarding potential volunteers.
- Monitors and counsels NAD Campus Coordinators, volunteer site (s) and potential/current volunteers regarding interpretation and implementation of Adventist Volunteer Service policy.
- Serves as liaison between NAD Campus Coordinators, Adventist Volunteer Center (AVC), volunteers in field, and volunteer mission site.
- Answers and/or forwards inquiries, application requests from website, e-mail, phone, etc, to AVC.
- Manages and updates volunteer database in order to generate statistical reports as requested by supervisor, AVC, and/or NAD Secretariat.
- Recommends and/or implements changes to forms, database, or processing of volunteers as needed.
- Serves as NAD contact person for potential intradivision and interdivision volunteers and provides information and guidance as requested.
- Assists in developing and designing operations manuals for office personnel and/or identifying other resources needed by Campus Coordinators in the following areas: recruiting/orientation, support services while in field, and after re-entry.
- Assists in coordinating meetings of Campus Coordinators during the Annual NAD Campus Ministries Convention.
- Performs various duties such as file and forms maintenance and general correspondence.
- Receives Task Force Volunteer requests from SDA institutions in North America and prepares information for publication in department publications and announcements both in print and online.
- Facilitates Task Force application forms as requested by individuals or SDA institutions.
- Assists in managing the image and communications publications for promoting Volunteer Ministries in the division field.
- Assists in coordinating resources needed and ensures departmental publications are designed and mailed on a timely basis to all SDA institutions and persons on mailing lists.
- Maintains a well-organized filing system for materials used to generate publications.
- Ensures that all the printing and mailing expenses incurred are within the budget constraints provided by Director.
- Performs other work-related duties as may be assigned by Director.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree in the humanities, religion or communication, including courses in computer programming and database management. Appropriate successful work experience may be acceptable in lieu of scholastic requirements. Three to four years of office experience required. Volunteer management experience preferred.

If interested in the above position please visit our site [CLICK HERE](#) to complete a NAD Employment Application. Or send email to jobs@nadadventist.org and follow instructions from response email.

Posted:

Date and Time

Wednesday, August 26, 2020 @ 1:30 p.m.