

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 Assistant

DEPARTMENT: Office of Volunteer Ministries (NAD-OVM)

SUPERVISOR: Ernest Hernandez, Director

ESSENTIAL JOB FUNCTIONS:

- Assists with placements of both interdivision and intradivision volunteers with mission sites.
- Performs screening, interviews and assists in recommending potential volunteers for vote by the North American Division Appointees Committee.
- Assists in communicating with mission sites and missionary volunteers on a regular basis
- Assists in generating correspondence required to answer inquiries, clarify information, policy, etc.
- Receives all forms and paperwork from all applicants and establishes volunteer files.
- Assists in identifying potential issues or concerns with a volunteer applicant and performs the necessary research and/or reference checks required to obtain clarification.
- Assists in monitoring and counseling NAD Campus Coordinators, volunteer site(s) and potential/current volunteers regarding implementation and interpretation of Adventist Volunteer Service policy.
- Answers and/or forwards inquiries, application requests from website, e-mail, phone, to GC AVC.
- Assists in managing and updating volunteer database in order to maintain current volunteer information as well as generate statistical reports as requested by supervisor, NAD administration, or GC AVC.
- Assists in developing 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.
- Provides operational support to other members of the volunteer ministries staff when needed
- Screens telephone calls; responds to routine/non-routine inquiries using standardized formats; refers specific inquiries to appropriate coworker.
- Processes incoming mail, opening, dating, sorting and distributing to departmental staff.
- Maintains a well-organized office, often in the absence of supervisor, with efficient filing system.
- Other duties as assigned.

EDUCATION/EXPERIENCE/CREDENTIALS: Associate's (AA/AS) degree in religion, communications, or related field. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

KNOWLEDGE AND ABILITIES:

Must exhibit extensive initiative and organization. Adaptable and able to evaluate priorities. Ability to perform secretarial and support duties with speed and accuracy without constant supervision. Knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment (including computer, etc.), and English usage (spelling, grammar, punctuation, etc.). Position requires keyboard speed with high accuracy. Must be able to facilitate good communications among departmental staff, other departments and outside personnel.

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, June 5, 2019 @ 5:00 p.m.

This notice will expire:
Date and Time