

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/Departmental Secretary

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, includes pick-up of Federal Express packets.
- Maintains a well-organized office, often in the absence of supervisor, with efficient filing system, by making sure the necessary and current documents are filed.
- Processes and documents student missionary files which includes making individual folders, locating GC Visa office dispatch information, and mailing the appropriate correspondence and instructions to volunteers, working through the NAD SDA colleges Chaplain's offices; doing the same for the few volunteers (AY) who are not attending a Seventh-day Adventist College and for the AVS volunteers who are above 30 years of age.
- Processes the insurance requests for all student missionary files in our section with the accompanying journal voucher for the charges by GC Treasury.
- Researches data and makes necessary adjustments in cases of error, changes in information, or circumstances.
- Composes and transmits faxes to field regarding questions and arrival information of the AVS volunteer.
- Processes dispatch notices from the Secretariat: Date, code, file and completes them according to the needs of the Secretariat; final filing in TRE/GC Visa office.
- Compiles end of year report of all volunteers for publication in Adventist Review. Adds name to College List, a master list of NAD universities and colleges.
- Updates instruction sheets for various countries based on the current regulations obtained from the immigration office. Formulates and revises office forms as needed to meet office needs.
- Set up and maintenance of all files for correspondence, visa applications, copy of passport, insurance coverage, affidavit, college transcripts, letters of guarantee and other important documents.
- Reviews visa applications, readying them for presentation to the respective embassy(s) for visas.
- Telephone back-up for Supervisor.

- Performs other work-related duties as may be assigned by supervisor.

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.

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, May 15, 2019 @ 11:30 a.m.

This notice will expire:
Date and Time