

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 (Short-Term Volunteers)

DEPARTMENT: Office of Volunteer Ministries (NAD-OVM)

SUPERVISOR: Ernest Hernandez, Director

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

ESSENTIAL JOB FUNCTIONS:

- Coordinates and processes all short-term volunteer group placements for persons from NAD institutions.
- Receives all forms and insurance verifications from SDA institutions and establishes volunteer files.
- Identifies potential issues or concerns with a volunteer group and performs the necessary research and/or reference checks required to obtain clarification.
- Member of the NAD Appointees Committee and makes recommendations regarding potential short-term volunteers groups.
- Monitors and counsels NAD institutions regarding interpretation and implementation of Adventist Volunteer Service policy.
- Answers and/or forwards inquiries, application requests from website, e-mail, phone, etc, to Adventist Volunteer Center.
- Manages and updates volunteer database in order to generate statistical reports as requested by supervisor, NAD Secretariat and AVC .
- Recommends and/or implements changes to forms, database, or processing of volunteer groups as needed.
- Develops and/or identifies resources needed by NAD institutions in the following areas: recruiting /orientation, support services while in field, and after re-entry.
- Assists the director by participating in training meetings of the Campus Coordinators during the Annual NAD Campus Ministries Convention.
- Performs various duties such as file and forms maintenance as well as general correspondence.
- Serves as contact person in NAD for Short-term Missions program responding to requests for information and conflict resolution as needed.
- Maintains a well-organized filing system of all forms and records.
- 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

Monday, September 30, 2019 – Positions will remain open until filled.