

**Christian Reformed Church in North America (CRCNA)
World Renew**

POSITION DESCRIPTION

Position Title: Administrative Assistant
Department: Constituency Relations Team (CORE)
Reports to: Program Coordinator GVP - Canada
Status: Part-time (60% FTE), non-exempt
Salary Level: TBD

PURPOSE

Provide administrative support to the Canadian and US Global Volunteer Program (GVP).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Respond to volunteer inquiries for the Global Volunteer Program specific to Canada and in collaboration with the US GVP Administrative Assistant as defined by the inquiry and volunteer recruitment process, including but not limited to:
 - a. Respond to e-mail and telephone inquiries
 - b. Distributing application packets
 - c. Initiating interview process
2. Update the Global Volunteer blog
3. Work with volunteers to complete visa and immunization requirements
4. Create and distribute volunteer support packages for approved volunteers in collaboration with Canadian and US Program Coordinators
5. Maintain accurate volunteer database and volunteer files
6. Make logistical arrangements and provide necessary support for the annual volunteer orientation and training conference in collaboration with World Missions/Service Link
7. Gather and distribute volunteer opportunities to various marketing channels World Renew
8. Provide administrative support to the CORE team as needed (weekly telephone coverage)
9. Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Committed to Christ and able to recognize this position as one that contributes to the work of His Kingdom
2. Demonstrated commitment to promote a work environment and respectful relationships that values diversity and equality
3. Good interpersonal communication skills: telephone etiquette
4. Professional, cooperative demeanor; flexible and adaptable team player
5. Disciplined, self-motivated work style; able to function competently and productively with limited supervision
6. Demonstrated planning, organizational and multi-tasking skills, with accurate attention to details and deadlines
7. Good writing skills with thorough knowledge of correct grammar, punctuation, spelling, and general Business English skills
8. Attention to detail combined with production of documents, forms, letters within tight deadlines
9. Proficient in computer programs e.g. Microsoft Suite, Google; must be competent in word processing and database utilization (data entry and retrieval)
10. Able to maintain confidential information

EDUCATION AND / OR EQUIVALENT EXPERIENCE

1. College diploma required
2. At least two years of work experience in a related area
3. Experience coordinating different types of volunteers is advantageous

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position may require travel to the US and within Canada, for overnight meetings.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.