

## **Summary of Servas Canada Administrative Jobs (For Recruitment & Nominations Committee)**

### **National Secretary**

Serves as the primary spokesperson for Servas Canada, with assistance of the Deputy National Secretary. Responsible for day-to-day operations of Servas Canada, and communications within and outside Canada. *This position serves well with a person who has a democratic approach to governance that works with all volunteers; has clear oral and written communication skills and solid applied computer abilities (email, MailChimp, Microsoft Office, Google Drive); is willing and able to make clear and concise decisions but also delegates responsibility; is comfortable and open to accepting and working with feedback and criticism. Must have a solid understanding and knowledge of Servas (International, Canada) operations and a willingness to learn.*

### **Deputy National Secretary**

Serves as a secondary spokesperson for Servas Canada and works to assist the National Secretary with the operations of Servas Canada.

*This position serves well with a person who has a democratic approach to governance that works collaboratively with volunteers; has clear oral and written communication skills and good applied computer abilities. Must have a good understanding and knowledge of Servas operations and a willingness to learn.*

### **Treasurer**

Responsible for all financial affairs of Servas Canada, including preparation of annual budget and financial statements for Board meetings.

*This position requires an honest and trustworthy person with applied knowledge of standard accounting practices and bookkeeping. A comfort level with computers is essential including use of spreadsheets. Is the primary signing authority for the Servas Canada bank account.*

### **Peace Secretary**

Serves as the intercultural ambassador and mediator for Servas Canada. Promotes cross-cultural dialogue and peace initiatives through cooperation with Servas International and peace-related organizations.

*This position serves well with a person who has knowledge of democratic ideals, comfort in conflict resolution processes and procedures, and an ability to publicly engage and encourage Servas members in peace-building initiatives.*

### **National Coordinator**

Responsible for coordinating and managing Servas Canada hosting and travelling processes; orienting and supporting interviewers and regional coordinators; reviewing and updating relevant documents.

*This position requires strong oral and written communication and public relations skills, including the ability to teach and support others. A comfort level with computers is essential, specifically the ability to use basic spreadsheets, WordPress Servas Canada website, and ServasOnline.*

### **Regional Coordinators (one per region)**

Ensures currency of ServasOnline Servas Canada member listings; if necessary, works to resolve minor problems with hosts/travellers; coordinates a local annual member event; assists National Coordinator.

*This position requires a solid working knowledge of ServasOnline operations and benefits from a positive and engaged rapport with Servas Canada members.*

### **Interviewers (several per region)**

Critical members of the Servas team who interview prospective Servas Canada hosts and travellers, and orient approved Servas Canada hosts and travellers.

*This position requires a solid understanding of Servas Canada operations and mandate, and comfort with computers especially applied skills with ServasOnline.*

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### **Servas Canada Communications**

Sends out French and English emails to Servas Canada membership through MailChimp.

*This position requires an applied knowledge and use of MailChimp including how to download Servas Canada membership data from ServasOnline into MailChimp.*

### **National ServasOnline Manager**

This role is transitional to coordinate the move of Servas Canada data to ServasOnline; involves problem solving, coordinating ServasOnline training, creating instructional manuals, liaising with other national managers.

*This position requires an in-depth and applied knowledge and use of ServasOnline operations and the ability to communicate this information clearly and effectively in written and oral form.*

### **Making Connections (Other Programming) Coordinator**

Facilitates dialogue on extended (more than two-night stay) programming opportunities with Servas Canada membership.

*This position requires knowledge of international and national Other Programming opportunities, and the ability to share this information. Comfort with computer use is a benefit.*

### **Youth/SYLE Coordinator**

Serves as main contact and representative for Servas Canada youth; collaborates with Servas International Youth Coordinator on building youth programming, including SYLE.

*This position serves well with a younger person who is already engaged in youth activities and is willing and able to promote and encourage Servas members in youth-based initiatives.*

### **Translation Coordinator**

Maintains and regularly updates list of translation volunteers, their areas of expertise, and coordinates scheduling or workload with deadlines.

*This position requires structured organization in maintaining and tracking documents accurately, an applied knowledge and use of computers, and an ability and willingness to solicit translation assistance.*

### **Translators & Proof-Readers**

Translates and/or proofreads English and French documents in a timely fashion.

*This position requires excellent knowledge of French and English languages, and willingness to work within deadlines.*

### **“canada@servas.org” Responders**

Serves as gatekeeper to Servas Canada communications by responding to or forwarding Servas Canada website enquiries.

*This position requires a strong knowledge of Servas Canada operations including the Servas Canada website, ability to follow instructions, and a solid knowledge and use of computers.*

### **Traveller Feedback Coordinator**

Responsible for soliciting and receiving Servas Canada traveller feedback, and encouraging returning Servas Canada travellers to stay connected with Servas Canada.

*This position serves well with a person who can encourage Servas Canada members to provide feedback and stay engaged in the Servas community; it requires persistence, varied communication skills, available time, and a good knowledge of ServasOnline.*

### **Volunteer Coordinator**

Finds and recommends volunteers to perform specific tasks or to take on roles; when requested, sends out appreciation and thank you letters.

*This position requires good and varied communication skills and available time to contact potential volunteers.*

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**Servas Canada Website Administrator**

Manages all technical aspects of the Servas Canada website.

*This position requires applied knowledge and use of WordPress, familiarity with the Servas Canada website, and a basic understanding of Servas Canada operations.*

**Website Communications Facilitator**

Responsible for soliciting and receiving contributions from Servas Canada members and uploading to Servas Canada website.

*This position requires a commitment to sharing Servas news with Servas Canada members; an applied knowledge and use of WordPress; familiarity with the Servas Canada website; and solid and varied communication skills.*

**Social Media Moderators** (i.e., Facebook, Twitter, Instagram)

Initiates and engages in regular social media conversations to promote Servas mandate and opportunities.

*These positions benefit from a desire and commitment to keep this type of communications active with current and relevant Servas information.*

**International Host List Coordinator**

Provides foreign host lists at request of interviewers or Servas Canada travellers travelling abroad to countries not yet using ServasOnline.

*This position requires access to foreign host lists; regular and accurate data input into spreadsheet for annual review.*

**Google Drive Manager**

Manages and keeps current Servas Canada Google Drive documents.

*This position requires a good knowledge of Servas Canada operations, excellent file storage and organization, knowledge and use of Google Drive.*

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