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.
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.
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.*

Drafted and revised by Julie Cormack, with assistance from Nancy Palardy