



Director of Volunteer Efforts - DOVE

JOB TITLE: DOVE - Director of Volunteer Efforts

SUPERVISOR: Jacque Spence

Canvasback Missions, Inc. is a 501(c)(3) nonprofit organization, working since 1981 to bring specialty healthcare, health education, and wellness to the island people of the Pacific.

Canvasback's goals include reversing the island nation's deadly epidemic of diabetes and associated non communicable diseases caused by poor lifestyle.

MAJOR DUTIES AND RESPONSIBILITIES

- This position manages and coordinates all activities for six to nine medical mission teams that Canvasback sends to the Micronesian Islands annually.
- Love the volunteers. Meet their needs and make them feel appreciated. This includes applying for the island medical licenses, and making travel arrangements.
- Logistics responsibilities include getting the supplies and the missionaries into the mission field and back home.
- Recording and reporting include entering volunteer participation into the data base, keeping a record of the above activities and creating a report of each team's accomplishments.
- Social media. Posting some pictures and stories from each mission trip. Creating a brief press release for volunteers to send to their local papers.
- The ideal candidate will be able to travel as a team member on some mission trips (not required but definitely a bonus break from just being in the office).

MINOR DUTIES AND RESPONSIBILITIES

- Attend meetings as required
- Answer phones for company
- Receive shipments at the office
- Other general office tasks as needed

QUALIFICATIONS FOR THE JOB

Education:

High School diploma and an associate or undergraduate degree.

Experience:

5-10 year's work experience
Intermediate Excel Level skill
Intermediate Word Level skill
Data entry experience into a corporate wide system
Basic social media experience

KEY COMPETENCIES

- Highly organized and detail orientated
- Excellent communication skills, both written and verbal
- Must be able to coordinate activities and work with all team members
- Computer skills required

PHYSICAL REQUIREMENTS

- Must be able to sit, or stand, for long periods of time for computer work
- Lift and move 30 pounds
- Bend and lift to move inventory at a warehouse and in the office