



# 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, established in 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, making travel arrangements to and from the mission field, managing all required documentation.
- Logistics responsibilities include soliciting and shipping medical equipment and supplies. Including maintaining inventory records with values.
- Entering volunteer information and participation into the database and managing associated reports and documents.
- Creating a report of each mission's activities and establishing a value of the services provided. Includes reporting and tracking non-cash donations.
- Social media. Posting 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 from just being in the office).
- Participation in the mission's fundraising activities including conventions and banquets and year-end Phonathon.

## MINOR DUTIES AND RESPONSIBILITIES

- Attend meetings as required
- Answer phones for company when necessary
- Receive and manage medical 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  
Proficiency Excel and Word Level skill  
Intermittent Acrobat Level skill (form development)  
Proficiency in form development  
Experience in establishing written procedures and policies  
Data entry experience into a corporate CRM system  
Basic social media experience

## KEY COMPETENCIES

- Highly organized and detail orientated
- Excellent written and verbal communication skills
- Coordinate activities and work with staff and team members
- General technology proficiency required

## PHYSICAL REQUIREMENTS

- Must be able to sit and stand, for long periods of time for computer and warehouse work
- Lift and move 25 pounds
- Bend and lift to move inventory at a warehouse and in the office