



The Voice Inc.

Director of Women's Organization Job Description

HOURS: 2 hrs/wk. (Volunteer – non-stipendiary), 6months – 1 year commitment (renewable).

PURPOSE OF POSITION:

We are looking for an individual with a passion for Christian Women's ministry, a warm, flexible, people-oriented self-starter, who demonstrates a strong passion for Christian living. The primary function is to serve as director of programs for our Women's Organization, organizing and coordinating with all aspects of The Voice Inc.

The Voice is a faith-based, 501C3 non-profit organization. We have the mandate of using Christ's principles to help people claim their identity, in all beauty and ashes, by creating safe places of belonging, advocating for social justice and providing basic human needs, for individuals and groups, who have long been alienated, forgotten or silenced, because of their unique differences. The position will coordinate communications with adult and/or young adult members, speakers, and moderators. The Director also makes sure the vision of the ministry is accomplished. This position reports directly to the Executive Director of The Voice Inc.

JOB DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Learn and support The Voice Inc. mission statement and the goal of the Abigail's Women's Organization and staying current with local, national and international trends with adults and young adults.
2. Develop and engage existing membership through interaction with the community, which may include participation in the monthly activities and fundraising activities.
3. Recruit, train, assign and supervise speakers, moderators, volunteers and intern or staff.
4. Prepare, maintain, and update related publications (Facebook, Twitter, Instagram, newsletters, website updates, and the annual report) and manage the Women's Organization database and coordinate the Board of Directors calendar. Keep accurate membership, attendance, progress reports and track the growth of all members.
5. Initiate and maintain an ongoing relationship with leaders, participants, and volunteers through periodic meetings and communications.
6. Attend the four statutory meetings of The Voice Board of Directors; Second Saturday of September, December, March, and June. Meeting is usually 10am to 12noon online.

QUALIFICATIONS:

1. Individuals applying for this position must have a passion for women Christian ministry and Faith Formation, as evidenced by the history of involvement in church leadership (church council, committees, ministry, etc.)
2. Strong organizational, motivational, and communication skills.
3. Ability to listen and teach and have a creative and teachable spirit, with sensitivity to the learning needs of people.

Application Process

Applications should be submitted via email to thevoicefingerprint@gmail.com

Your application should comprise three elements:

1. A brief cover letter (maximum 1 page),
2. A personal statement outlining how the competencies, experience, and values you would bring to the post would support the mission of The Voice Inc. (2 pages) and
3. Résumé (maximum three pages) and three references (include both employment and character references).