



The Voice Inc.

General Secretary Job Description

HOURS: 5 hrs/wk. (Internship/Volunteer – non-stipendiary), 6months - 1year commitment (renewable)

PURPOSE OF POSITION:

We are looking for an individual with a passion for Christian Faith Based Not for profit organization, a warm, flexible, people-oriented self-starter, who demonstrates a strong passion for Christian living. The primary function is to serve as the general secretary for the 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 is responsible for fostering communication within members of The Voice and at the board of director's meetings. The position manages The Voice important records such as meeting minutes and the organization's bylaws. Gives notice of all meetings and the distribution of materials such as agendas and meeting minutes. Acts as the custodian of The Voice records and maintains the upkeep and accuracy of all legal documents. 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 mission statement.
2. Record and distribute minutes of meetings
3. Assure that the statutory meeting are announced and held appropriately.
4. Initiate and maintain an ongoing relationship with leaders, and volunteers through periodic meetings and communications
5. Keep accurate membership, attendance, progress reports and track the growth of the Organization.
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 Christian record keeping and Faith Formation, as evidenced by the history of involvement in church leadership (church council, committees, young adults ministry, etc.).
2. Bachelor's Degree minimum, and 3+ years' experience in a young adult's ministry.
3. Strong organizational, motivational, and communication skills; writing, computer.
4. Ability to listen and teach, 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).