

Project Title: BVS Office Positions #2006

Job Title: see below (several positions available)

Job Title: Assistant to the Coordinator of Orientation

Job Description:

Assist in the preparation for BVS orientations.
Assist in the facilitation of orientation; includes driving BVS bus.
Assist in follow-up details after orientations.
Write and mail press releases for each volunteer.
Participate in meeting with the BVS team.
General office duties.
Other job duties as needs and interest arise.

Minimum requirements:

21 years old
Ability to work with people.
Organization, writing, typing, computer and financial skills.
Flexibility and sense of humor.
Prior BVS assignment.
Brethren background helpful.
Photography skills.
Able to maintain confidentiality.

Job Title: Assistant to the Director of BVS

Job Description:

This position assists the Director with the overall administration of BVS.
Maintain a support system for BVSers.
Conduct the in-service retreats.
Publish a newsletter.
Coordinate AmeriCorps program.
Assist in placement of volunteers during orientation.
Other administrative duties as needed.
Participate in BVS Team.

Minimum requirements;

Maturity.
Ability to relate to different persons.
Ability to represent BVS and the Church of the Brethren.
Ability to maintain confidentiality.
Prior BVS assignment.

Good communication skills, including computer knowledge, writing and editing.
Photography skills helpful.
Valid driver's license.

Job Title: Assistant for Recruitment

Job Description:

This position assists with the promotion of BVS.
Recruitment trips to colleges, national, district and church events.
Responds to verbal and written inquiries.
Maintains contact with applicants.
Responsible for advertising through display and print.
Coordinating use of promotional materials.
Participating in BVS Team.

Minimum requirements;

Work experience- preferably in office situation.
Computer knowledge.
Good communication skills.
Valid driver's license.
Ability to maintain confidentiality.
Experience with advertising a plus.
Brethren background helpful.
Prior BVS assignment.

Description of Project:

The BVS program provides the opportunity for women and men to serve one or two (or more) years in service related work, especially in the areas of peace and justice, and serving basic human needs. The project is located in the national offices of the Church of the Brethren in Elgin, Illinois, about 40 miles west of Chicago.

The BVS team includes the Director of BVS; the Coordinator of Orientation; the assistant to orientation, director and recruitment; and the team secretary.

Housing for Volunteer:

In a community in a large Victorian house. Private bedroom, common dining, kitchen and living room. Large attic for Halloween parties. Basement for storage and laundry equipment. It is within two blocks of the Highland Avenue Church of the Brethren.