

Calendar Manager Volunteer Job Descriptions

Calendar Manager

General

Join a different type of volunteer organization.

Come help our ministry grow.

Our ministry is based on a different paradigm way of thinking from most volunteer organization but is completely bible based .We believe that the more you help our ministry grow or the Kingdom of God grow, the more you will grow:

1. Personal fulfillment
2. In Professional knowledge and skills
3. In Lifelong compensation (1 Corinthians 9:13-14)

Come and volunteer for us for two to six months and if you so choose you can eventually move into a paid position. What's even more exciting is that you can also place your life on auto-pilot by developing your own academy (through BAPI) teaching others to do what you love while earning passion income

Description

Reports directly to the Director of Dynasty Business Apprenticeship Professional Institute (BAPI) and is required to manage the occasion calendar for our Encouraging Vibes business service

Skills

Must be computer literate. Must have excellent communications and analytical skills

Requirement:

- Must successfully complete the company calendar platform training
- Must be able to download occasion dates from the company CRM
- Must set appropriate notification dates per the clients requirements
- Must monitor all occasion dates for date flags
- Must ensure the calendar notification system is effectively functioning

Interested

Apply on-line at www.shareencouragingvibes.com Click on "Volunteer" and then "Employment Application". Then Apply and submit.

We will contact you for an interview

I _____ Understand and agree that I meet the requirements of this job and I complete this process by my signature either written or electronic and by applying for the specific job.

Signature _____ Date _____