



Team Trips Volunteer Position Description

www.africanewlife.org | 7405 SW Tech Center Dr. # 144 | Portland, OR 97223 | 503.906.1590

Advocacy Preparation Volunteer

Position Type: 3 hours/project, on-call (1-2 weeks notice)

Point Person: Team Trips Associate

Start Date: Ongoing

Length of Service: Six months (flexible)

Commitment Level: Moderate

Position Summary

Africa New Life Ministries is a faith-based organization that is transforming lives and communities using two hands. With one hand we share the Gospel of Jesus Christ leading to spiritual transformation. With the other hand we demonstrate acts of compassion through child sponsorship, education, medical care, and community development programs.

The Advocacy Set-Up Volunteer works in the U.S. Office and remotely if desired and provides direct support to the Team Trips Department by creating child sponsorship advocacy materials unique to each participating team. This individual will be responsible for creating advocacy cards for teams on an on-demand basis in a timely and neat manner. The design portion may be completed remotely but cards must be printed and mailed out from the Portland office.

Africa New Life Ministries is looking for a volunteer who is comfortable with Microsoft Word, has previous computer experience, and is reliable with deadlines. Graphic design experience is a plus. Projects arise a 1-4 times a month depending upon season

The Advocacy Preparation Volunteer will participate in the following areas of responsibility:

- Receiving and processing advocacy reports from the Sponsorship department
- Utilizing mail merge through Word to insert data into pre-formatted advocacy cards
- Reviewing individual cards for style edits and typos
- Creating links on bitly.com in accordance with predetermined format
- Searching Oracle for child photos, resizing photos
- Printing and neatly cutting cards

Required Qualifications

- Experience with computers, Microsoft Word
- Attention to detail, aptitude for style and quality control
- Access to a computer or ability to work in Africa New Life's Portland office
- Agreement or ability to work under Africa New Life's [Faith Statement & Core Values](#)

Please email the Team Trips Department at megan@africanewlife.org for further information or apply online at africanewlife.org/volunteer