

### **SI Administrator: Draft Job Description**

- This is a new position to carry out work previously done by volunteers. It is required to provide continuity, especially related to policies and procedures, ServasOnline and accounting.
- Although working with all of SI Exco, the SI Administrator would report to SI General Secretary (SI GS) and agree tasks and workload priorities.

### **SI Administrator Responsibilities**

- Maintain SI Handbook, working with SI GS
- Organize and track SI contracts
- Facilitate meeting legal requirements related to SI's and National Groups registration
- SI Annual report, working with SI GS – e.g. follow up on reports not received, consolidation, etc.
- Support Administration section of SI website
- Support communications within the Servas network
- Facilitate transition from one SI Exco to another SI Exco
- Support the work of the SI Archivist
- Take minutes for SI Exco or other SI meetings as required
- Support the coordination of ServasOnline as required
- Support the management of the SI website and other media platforms

### **SI Administrator Qualifications**

- Ability to work in a multicultural and international context
- Good communication skills
- Ability to work in a team
- Ability to work independently and consult as appropriate
- Respect for Servas goals and ideals
- Competence in a range of IT skills, knowledge of IT office systems and social media
- Fluency in English
- Knowledge of Spanish and other languages would be an asset
- Knowledge of how Servas and SI work would be a very strong asset
- Flexible time schedule is an advantage, since members live in all time zones around the world

### **Schedule and pay**

- This is a contracted position and will be home based
- The initial contract would be for one year, with a possibility for renewal
- It will be a part time position, in the region of 20 hours per week
- Pay to be negotiated according to experience and location of the contractor