



Vacancy Marketing and Church Relation Officer

GENERAL INFORMATION

ADRA Indonesia is seeking an experience and self-motivated candidate as **Marketing and Church Relation Officer** for ADRA in Indonesia as summarize below.

Title : Marketing & Church Relations Officers
Duty Station : Jakarta
Responsible to : Marketing Manager
Duration : 1 Year (possibility of extension)
Period : 15 April, 2021 – 14 April 2022, with possible extension

BACKGROUND

Yayasan ADRA Indonesia is an Agency of the Seventh-day Adventist Church. The mission of the agency is to serve humanity so all may live as God intended. ADRA Indonesia belongs to the worldwide ADRA network, comprised of more than 135 supporting and implementing country offices. ADRA has more than 30 years of experience on Development and emergency response throughout Indonesia.

Currently, ADRA is working with the church and volunteers. Several programs are being and will be run with the church to serve the community. In each of its programs, ADRA always involves volunteers in its services. Volunteers are one of ADRA Indonesia's greatest assets as they use their time and talents to support ADRA services throughout Indonesia.

FUNCTIONS OF ROLE

The role of Volunteers & Church Relations Officers is to work with volunteers, managing administration and training for volunteers, Managing Church and ADRA program such as Opportunity shops (secondhand goods store etc) and working together with marketing department staff.

DUTIES AND RESPONSIBILITIES

The Volunteers & Church Relations Officers will work under the supervision and to support Marketing Manager to deliver quality outputs in managing ADRA and Church program and managing volunteers. The Volunteers & Church relation officer is required to undertake the following tasks:

- Organize database of ADRA volunteers' database
- Maintaining relationship with volunteers and church relations in Indonesia
- Working together with the team managing and teach volunteers training such as ADRA Media policies, Emergency Response Basic Training and ADRA Pathfinders honors
- Working together with the team for campaigns and fundraising
- Working together with the team for media and news
- Running and managing ADRA Op-shop (pre-loved store)
- Provide any other supports assign by the Marketing Manager.

QUALIFICATIONS AND COMPETENCIES REQUIRED

- A university degree in any majors
- Has experiences in volunteering and managing volunteers at least 2 year
- Have knowledge and familiar with Disaster Risk Management
- Have good communication and interpersonal skills in order to maintain an acceptable working relationship with formal and informal volunteers and churches
- Fluent in English speaking and writing
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- A Hard worker and honest

Deadline to submit your application is with **31 March, 2021**. Only short listed of Applicants will be invited for interview.

Please submit your Application (cover letter and latest CV) by email to: recruitment@adraindonesia.org and mark your e-mail subject: "**Marketing and Church Relation Office**)