



## **Current Roles available at Open Arms:**

### **Korean Speaking Liaisons**

To assist Open Arms with operating in the Korean environment. Diverse positions can be taken on by several people, to accomplish tasks and projects best undertaken by a Korean speaker, such as special projects with welfare homes, procurement, services, web searches, phone calls and other communication tasks etc, as well as helping with cultural understanding. Some positions will require communication with providers of goods and services both by text/phone and in person on behalf of other English speaking members.

Candidates can discuss the extent and nature of the duties they take on.

### **Financial Controller**

The Financial Controller is responsible for keeping the financial books and records of the organization reconciled and up to date, preparing documentation for execution of payments, issuing official receipts to members and donors for contributions received as well as preparing annual financial statements for the Annual General Meeting. The Controller will have a vital role in advising the President, Membership Secretary and Fundraising Coordinator on cash flow and budgetary issues for the organization. This person will work closely with Open Arms' Official Representative who operates the bank account.

### **Volunteer Director**

To manage the volunteers of Open Arms, assessing volunteer needs and roles that need to be created or filled, assisting the Membership Secretary with the onboarding of new Members and identifying those that have relevant skills, assigning Members as volunteers in roles and/or programs, and managing concerns and complaints from volunteers. The Volunteer Director will work closely with the Programs Director and develop a team of Volunteer Coordinators who will help to coordinate the volunteers on each program.

### **Volunteer Coordinator**

To assist the Team Leaders of each program to organize volunteers for each session, sending out messages on chat groups and making sure that the program has sufficient volunteers to run each session. The Volunteer Coordinator works closely with their Team Leader and Welfare Home Liaison and attends sessions where possible. The Volunteer Director has overall charge of volunteers.



## **Social Media Manager**

To manage the various social media accounts of Open Arms. The Social Media Manager works closely with departments across Open Arms management to celebrate achievements, people and events, to advocate for the children we serve and to keep our online presence vibrant, attractive and relevant. If the successful candidate is not a fluent Korean speaker, they will be asked to work with a Korean speaker to develop the Korean and English sides of our social media outreach in tandem.

## **Children's Birthday Gift Coordinator**

Be responsible for the coordination of birthday gifts for each child in Open Arms' programs, chosen by the child within an appropriate budget, arrange for a personal card, and ensure that the child receives the gift and card on or just before their birthday. This role can be assisted as wished by other volunteers and international school participation. The coordinator will work closely with Welfare Home Liaisons and the Community Fundraising Coordinator. This role has ample scope to organize the process in whatever way seems best but must be sustainable and carried out very diligently for each child in the program.