

Summary of Servas Canada positions

June 1, 2025

ADMINISTRATIVE POSITIONS

National Secretary

Co-ordinates the day-to-day operations of Servas Canada, with assistance from the Deputy National Secretary. Leads the Servas Canada board.

This position serves well with a person who has: skills in leadership, planning and prioritization, administration, evaluation, written and oral communication, and time management; a solid knowledge and understanding of Servas operations; an ability and willingness to work with all volunteers and to delegate as needed; an ability to manage organizational change; and comfort in using standard computer applications (email, Microsoft Office, Google Drive).

Deputy National Secretary

Serves to assist the National Secretary with co-ordinating the day-to-day operations of Servas Canada.

This position serves well with a person who has: skills in visioning, planning and overseeing effective written and oral communications; skills in leadership, planning and prioritization, administration, evaluation, and time management; a solid knowledge and understanding of Servas operations; an ability and willingness to work with all volunteers and to delegate as needed; an ability to manage organizational change; and comfort in using standard computer applications (email, Microsoft Office, Google Drive).

Servas International Liaison

Serves as Servas Canada's contact person with Servas International Executive Committee and its member groups, in regard to governance, policy, programming and financial matters.

This position serves well with a person who has: skills in leadership, planning, collaboration and teamwork, evaluation, written and oral communications, and time management; a solid knowledge and understanding of both Servas Canada and Servas International structure, policies, programming and finances; and comfort in using standard computer applications (email, Microsoft Office, Google Drive) and relevant applications used by Servas International.

Board Secretary

Serves to attend board meetings and record board discussions in writing. It is critical for this person to capture all action items for future follow up and reference.

This position serves well with a person who has: skills in administration and is competent and comfortable using standard computer applications (email, Microsoft Office, Google Drive).

Treasurer

Responsible for all financial affairs of Servas Canada, including preparation of annual budgets and financial statements.

This position requires an honest and trustworthy person with applied knowledge of standard accounting practices and bookkeeping. A comfort level with computers is essential including use of spreadsheets. Is the primary signing authority for the Servas Canada bank account.

Board Member

Responsible for attending and actively participating in board meetings.

Board members are expected to read all board minutes, and take on action items as necessary. Board meetings are held via Zoom calls roughly every six weeks.

Comfort in using standard computer applications (email, Microsoft Office, Google Drive).

Bookkeeper

Responsible for Servas Canada funds, including maintaining and depositing member fees into bank accounts and ensuring documentation of expenditures are forwarded to the Treasurer.

OPERATIONS POSITIONS

Technology Director

Responsible for organizing and setting up Zoom calls/conferencing.

Membership Director

Responsible for overseeing the travel manager, membership manager and applicant administrator. These positions are responsible for all Servas Canada hosting, travelling and interviewing processes.

This position requires strong oral and written communication and public relations skills, including the ability to teach and support others. A comfort level with computers is essential, specifically the ability to use basic spreadsheets, WordPress Servas Canada website, and ServasOnline.

Travel Manager

Responsible for coordinating ServasOnline training, creating instructional manuals, overseeing the application process. Oversees travel administrators.

This position requires an in-depth and applied knowledge and use of ServasOnline operations and the ability to communicate this information clearly and effectively in written and oral form.

Travel Administrators

Guide new and renewing Servas Canada members to complete and/or update ServasOnline profiles and letters of introduction, and complete Privacy & Confidentiality agreements forms. Orients new and renewing Servas Canada members to finding hosts online and/or arranges for pdf host lists to be sent to them.

These positions require a solid working knowledge of ServasOnline operations.

Member Administrator Manager

Responsible for co-ordinating member administrators. Ensures member administrators are contacting members within their regions, helping answer any questions about renewal processes.

Member Administrators (formerly called Regional Co-ordinators). Multiple across Canada - one per region.

Ensures currency of ServasOnline Servas Canada member listings; if necessary, works to resolve minor problems with hosts/travellers; co-ordinates a local annual member event; report to Member Administrator Manager.

This position requires a solid working knowledge of ServasOnline operations and benefits from a positive and engaged rapport with Servas Canada members.

Applicant Admin Manager

Responsible for co-ordinating and assigning interviews to interviewers.

Interviewers (several per region)

Interview prospective Servas Canada hosts and travellers, and orient approved Servas Canada hosts and travellers.

This position requires a solid understanding of Servas Canada operations and mandate.

Volunteer Director

Responsible for overseeing volunteers; serves as board liaison for the nominations committee. Finds and recommends volunteers to perform specific tasks or to take on roles; when requested, sends out appreciation and thank you letters.

This position requires good and varied communication skills and available time to contact potential volunteers.

Appreciation Manager

Responsible for sending expressions of appreciation to volunteers on behalf of the Servas Canada board.

Nominations Committee

Responsible for interviewing and recommending volunteers for key positions in Servas Canada.

PROGRAMMING POSITIONS

Programs Director

Responsible for organizing programs and events for membership.

Peace Secretary

Serves as the intercultural ambassador and mediator for Servas Canada. Promotes cross-cultural dialogue and peace initiatives through co-operation with Servas International and peace-related organizations.

This position serves well with a person who has knowledge of democratic ideals, comfort in conflict resolution processes and procedures, and an ability to publicly engage and encourage Servas members in peace-building initiatives.

Youth and Family Secretary

Serves as main contact and representative for Servas Canada youth; collaborates with Servas International Youth Coordinator on building youth programming, including SYLE (Servas Youth Language Experience).

This position serves well with a younger person who is already engaged in youth activities and is willing and able to promote and encourage Servas members in youth-based initiatives.

OUTREACH POSITIONS

Servas Canada Communications

Sends out French and English emails to Servas Canada member through MailChimp.

This position requires an applied knowledge and use of MailChimp including how to download Servas Canada membership data from ServasOnline into MailChimp.

Newsletter Editor

Drafts and sends out French and English newsletters to Servas Canada membership through MailChimp.

This position requires an applied knowledge and use of MailChimp including how to download Servas Canada membership data from ServasOnline into MailChimp.

Translation Co-ordinator

Maintains and regularly updates list of translation volunteers, their areas of expertise, and coordinates scheduling or workload with deadlines.

This position requires structured organization in maintaining and tracking documents accurately, an applied knowledge and use of computers, and an ability and willingness to solicit translation assistance.

Translators & Proof-Readers (team)

Translates and/or proofreads English and French documents in a timely fashion.

This position requires excellent knowledge of French and English languages, and willingness to work within deadlines.

“canada@servas.org” Responders

Serves as gatekeeper to Servas Canada communications by responding to or forwarding Servas Canada website enquiries.

This position requires a strong knowledge of Servas Canada operations including the Servas Canada website, ability to follow instructions, and a solid knowledge and use of computers.

Servas Canada Website Administrator

Manages all technical aspects of the Servas Canada website.

This position requires applied knowledge and use of WordPress, familiarity with the Servas Canada website, and a basic understanding of Servas Canada operations.

Social Media Moderators (i.e., Facebook, Twitter, Instagram)

Initiates and engages in regular social media conversations to promote Servas mandate and opportunities.

These positions benefit from a desire and commitment to keep this type of communications active with current and relevant Servas information.