

# DIGITAL MOBILISER



## ABOUT THE ROLE

This role connects Linguæ Christi with potential staff, volunteers, and short-term project participants. There are many online platforms that offer posts or profiles for projects and positions with international missions organisations. Many are connected directly with student users and provide opportunities for one-to-one connections with prospective applicants. This role will maintain Linguæ Christi's profile on at least one platform (Handshake) with relevant positions and projects while engaging with users on the platform.

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## ESSENTIAL TASKS

- Ensure information about Linguæ Christi on Handshake is both accurate and relevant
- Ensure Linguæ Christi has connected with relevant universities
- Determine manageable list of positions and projects on Handshake
- Post projects and positions with relevant links to Linguæ Christi's website and share with universities
- Respond to applicants on Handshake and answer questions or direct them to Linguæ Christi staff
- Solicit applications for students with training and education that matches Linguæ Christi's projects and positions
- Tracks applicants and potential applicants in Salesforce
- Provides a monthly report of applicants and prospective candidates
- Identify specific recruitment opportunities at universities and share with Linguæ Christi staff

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## IMPORTANT TASKS

- Identify new online platforms for projects and positions
- Experiment with new platforms, weighing time and cost with engagement
- Deliver recommendations to Linguæ Christi staff for new mobilisation outlets

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## HOURS PER WEEK

- 4 hours per week
- More hours would be needed to develop and maintain other platforms.

## ABOUT THE DIGITAL MOBILISER

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### EDUCATION AND TRAINING

- Experience working with students is ideal.
- Familiarity with online job platforms is beneficial.

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### SKILLS AND GIFTS

- Comfortable working in front of a computer
- Comfortable meeting students for online video meetings
- Understands university student life and opportunities available to them in other domains
- Willingness to learn new systems and practices
- Can work independently

## INDUCTION AND SUPPORT

Aside from a general introduction to Linguæ Christi's mission and team, this role will require eight hours of induction on the following topics:

- Learn about Linguæ Christi's history of short-term projects for students (1)
- Handshake tutorials (2)
- Apply tutorial knowledge to Linguæ Christi's profile in Handshake (1)
- Salesforce tutorials (2)
- Apply Salesforce tutorial knowledge to Linguæ Christi's database (2)

This role will be supported by Linguæ Christi's General Director and will collaborate with personnel and volunteers leading short-term teams. Please contact [info@linguaechristi.org](mailto:info@linguaechristi.org) for more information.