Volunteer Administrative Assistant | Delap SDA School

Call ID: NAD--000852-2027
Where: Majuro , Marshall Islands
When: Jul 26, 2027 - Jun 9, 2028

Summary

The Volunteer Administrative Assistant supports the daily operations of the school office by assisting with clerical, organizational, and communication tasks. The volunteer helps maintain an efficient and welcoming office environment while supporting the school's mission and ministry. Target age range: 18-26

Destination

Majuro Marshall Islands

Term

Long-Term, 10 - 11 months, Jul 26, 2027 - Jun 9, 2028

Position

Type: Administration, Total People Required: 1, Target Age: College (18-25)

Finances

Cost: $0.00, Monthly Living Allowance: $400.00, Local Currency: USD, Finance Type: Regular (Shared Funding)

Lodging & Food

Lodging:

- Shared room with a fellow volunteer.
- Water and electricity are dependable, furniture is basic and minimal.
- Some housekeeping supplies are provided.
- Volunteer provides their own single-bed sheets, pillow, and towels.
- Free wifi access.

Food:

Volunteers provide their own food.

Restrictions:

This call is for a Single person. There are no Child Accommodations.

Gender Lodging: Either

Marital Status Lodging: Single

Child Accommodations: Not Specified

Health Notes

Health clearance required.

Go to www.cdc.gov and click on travelers' health and choose your destination recommendation.

Dress

Acceptable:

Acceptable Dress:

Men wear long pants (no jeans) but may wear shorts off campus or after school. Men must wear collared shirts to church meetings.

Women must always wear loose fitting skirts and dresses past the knee when going off campus or in public on campus. Women may wear modest shorts, slacks or pants only on campus in the evening or when exercising.

Unacceptable:

Women: tight and/or short shorts are never acceptable, nor sleeveless or sheer blouses or dresses.

A conservative hairstyle is preferred for men and women.

Please refrain from bringing or wearing jewelry.

Duties

Duties:

- To assist the administration with office operations and undertake such additional duties as administration may assign.
- By precept and example, the volunteer will seek to uphold Christ as Friend and Lord and reflect Christian values in service, communication, and relationships with others.
- Assist with clerical tasks such as filing, typing, photocopying, data entry, record keeping, and preparing documents and reports.
- Answer phone calls, respond to inquiries, and assist students, parents, staff, and visitors in a courteous and professional manner.
- Maintain organized and accurate records, files, and office supplies.
- Assist in coordinating schedules, meetings, school events, and communication between departments.
- Support enrollment, attendance, and other administrative processes as directed by the administration.
- Maintain confidentiality of school records and sensitive information.
- Work cooperatively with staff and support school programs and activities outlined in the Staff Handbook and directives set forth by the Board and administration.
- Attend staff meetings, training sessions, and school functions as required.
- Regularly attend weekend services and assist in church programs according to talents and abilities.

Qualifications:

- Fluency in English
- High School Graduate
- Able to serve without compensation other than a small living allowance
- Adaptable, able to serve others
- Willing to serve 10-12 months

Experience

- Basic computer proficiency, effective communication abilities, and strong organizational skills.
- Prior experience in office administration or clerical work is an advantage, but willing and capable applicants with a heart for service are encouraged to apply.

Education

1-Yr College

Education Concentration

Not Specified

Languages

English (fluent)

Trade Skills

Administration

Host	« Private »
Host Contact	« Private »

Travel Documentation

Travel

Destination City	Majuro	Destination Airport	Marshall Islands International Airport /Amata Kabua International Airport (MAJ)

Medical

Required Inoculations	Required Inoculations-Hepatitis B	HIV Clearance Required?	No
Medical Recommendations	For the latest requirements and recommendations go to www.cdc.gov and click Travelers' Health, then choose your destination recommendation.		

Visa

Visa Required?	Yes	Visa Type	1
Visa Application By		Volunteer / Sponsor	
Work Permit Required?		Yes	

Work Permit Application By	Calling Organization
Police Clearance Required?	Yes
Child Protection Required?	Yes
Send Documentation To	avs@gmmsda.org
Documentation Deadline	Jul 30, 2026

Visa Travel Details

NON-US Citizens are responsible for making their own travel arrangements. Contact avs@gmmsda.org with questions regarding visa details.

Interview		**Orientation**	
Phone Interview Required?	Yes	Orientation on Site?	Yes
Signed Agreement Required?	Yes	Orientation Stipend?	No

Travel Advisory

Marshall Islands

1 Exercise normal precautions

Last Update: Reissued to remove COVID-19 restrictions.

Exercise normal precautions in the Marshall Islands.

Read the country information page for additional information on travel to Marshall Islands.

If you decide to travel to Marshall Islands:

- Enroll in the Smart Traveler Enrollment Program (STEP) to receive security messages and make it easier to locate you in an emergency.
- Follow the Department of State on Facebook and Twitter.
- Review the Country Security Report for the Marshall Islands.
- Visit the CDC page for the latest Travel Health Information related to your travel.
- Prepare a contingency plan for emergency situations. Review the?Traveler's Checklist.????