

# **JOBS OPENING NOW**

## **Non-profit Volunteer Opportunities at M.C.CHURCH LIBRARY EDUCATION CENTER CORP. Headquarters in Douglasville GA**

**Required: High School Diploma, Associate Degree,  
Bachelor's Degree or PHD.**

### **WORKING FOR OUR COMMUNITY SERVICES**

M.C.Church Library Education Center Corp

Attn: Volunteer Program Manager

6754 W. Church St.

Douglasville, GA 30134

Web: [www.mcchurchlibrary.com](http://www.mcchurchlibrary.com) Offices # 770 896-2936

[mcclecc@mcchurchlibrary.com](mailto:mcclecc@mcchurchlibrary.com) Or [volunteer@mcchurchlibrary.com](mailto:volunteer@mcchurchlibrary.com)

- Accounting / Auditing
- Elementary School Specialist
- Administrative / Support / services / Clerical
- Advertising / Marketing Public Relations
- Banking / Financial Services
- Business Opportunities
- Community / Social Services/
- Customer Service/Call Center
- Education / Training / Library
- Executive / Management
- Human / Resources
- Information / Technology
- Food Service Specialist
- Security Officer for After School
- After School Teacher / tutoring
- Labs helping
- Grants Specialist
- Cleaning Helping
- Computer training

Job Title	City	State	Country	Volunteer
<b><u>Staffing Administrator</u></b> Volunteers Job Nonprofit	Douglasville	GA	United States	Confidential
	M.C.Church Library Education Center Corp its Non-profit is seeking a talented individual to work in the Staff Department of its Human Resources Board.			
	Director of Staff in all processes related to Staff Operations for M.C.Church Library Education Center Corp its Non-profit Volunteer			
<b><u>Staff Manager</u></b> Volunteers Job Nonprofit	Douglasville	GA	United States	Confidential
	M.C.Church Library Education Center Corp. I is seeking a seasoned Human Resources and Executive Level Recruitment professional to fill a key role in its Administrative Headquarters in Douglasville, Georgia.			
	Key Responsibilities Include:			
	M.C.Church Library Education Center Corp its Non-profit			
<b><u>Associate Director</u></b> Business Opportunities Nonprofit volunteers Job	Douglasville	GA	United States	Confidential
	Position is responsible for the implementation planning and day to day operational /project management of partnerships related to fundraising with Diaspora communities. Partnerships frequently involve six- and seven- figure gifts and require the implementation of multi-year commitments and special projects. This position has the primary responsibility to support the Director, Diaspora Programs in interface with prospective and existing donors. Focus on donor satisfaction and follow-up through...			
<b><u>Business Analyst</u></b> Information Technology Nonprofit volunteers Job	Douglasville	GA	United States	Confidential
	M.C.Church Library Education Center Corp it's Non-profit is seeking an experienced Business Analyst for the Information Systems department at their Operational Headquarters in MCCLECC, Georgia. The successful candidate will:			
	Provide IS Business Analyst services for IS projects that support the Finance and Human Resources departments.			
	Define and document detailed project requirements and deliverables with project stakeholders.			
	Produce models of "as is" and "to be" business processes and associated narratives.			
<b><u>Business Systems Analyst</u></b> Accounting/Auditing Nonprofit volunteers Job	Douglasville	GA	United States	Confidential
	M.C.Church Library Education Center Corp its Non-profit is currently seeking a highly qualified Business Systems Analyst to work at its Administrative Headquarters in Douglasville, Georgia.			
	Essential Duties			
	The Business Analyst is challenged to work with the management and staff in structuring the business process, through people with the use of tools. This person would focus on the maintenance, up-date, and training related to the software that is used for MCCLECC accounting processes. These systems.			
<b><u>Chief Financial Officer</u></b> Executive/Management Nonprofit volunteers Job	Douglasville	GA	United States	Confidential
	The Chief Financial Officer will serve as a member of the Senior Leadership Team and will work with the CEO and other members of MCCLEMM senior management team to implement the organization's strategic initiatives and achieve the goals specified in MCCLECC strategic plan.			

<p><b><u>Corporate Programs Project Manager</u></b></p> <p>Business Opportunities Nonprofit volunteers Job</p>	Douglasville	GA	United States	Confidential	<p>M.C.Church Library Education Center Corp its Non-profit is seeking a talented individual for the role of Corporate Services Manager to work in its Resource Development area. The position is responsible for new partner implementation planning, managing formal projects and the day-to-day operational/execution issues with assigned corporate partnerships. Partnerships frequently involve multi-million dollar budgets and require the implementation of several complex projects over a 1 to 8 year program. This position has ...</p>
<p><b><u>Data Warehouse Business Analyst</u></b></p> <p>Information Technology Nonprofit volunteers Job</p>	Douglasville	GA	United States	Confidential	<p>M.C.Church Library Education Center Corp it's Non-profit is seeking a talented individual to take the lead role in determining and analyzing functional requirements for advancing the maturity of the organization's decision support capability, and in designing effective data structures for use in decision support systems such as the Enterprise Data building data marts, and enterprise reporting/business intelligence solutions.</p> <p>...</p>
<p><b><u>Database Administrator</u></b></p> <p>Information Technology Nonprofit volunteers Job</p>	Douglasville	GA	United States	Confidential	<p>M.C.Church Library Education Center Corp it's Non-profit is seeking an experienced Microsoft Server Database Administrator to work in the Information Systems Department at the Operational Headquarters in Douglasville, GA.</p> <ul style="list-style-type: none"> <li>- Perform logical database design and physical database implementation.</li> <li>- Create, test, and conduct performance tuning on Server databases.</li> <li>- Develop processes for data loading, migration or application interfaces.</li> <li>- Develop and implement backup and recovery strategies.</li> <li>- Monitor daily ...</li> </ul>
<p><b><u>Director of Accounting &amp; Financial Operations</u></b></p> <p>Accounting/Auditing Nonprofit volunteers Job</p>	Douglasville	GA	United States	Confidential	<p>Reporting to the Controller, this position will provide leadership and manage finance's transaction processing functions (cash receipts, Accounts Payable and Payroll) and general ledger accounting. Specific responsibilities include Arrange for continuous improvement for processing, controls, control documentation, cost savings and leveraging technology. Manage general ledger accounting department for timely and accurate reporting, compliance with policies and MC.CLECC. Responsible...</p>
<p><b><u>Director Principal Development</u></b></p> <p>Business Opportunities Nonprofit Job</p>	Douglasville	GA	United States	Confidential	<p>M.C.Church Library Education Center Corp seeks an experienced, energetic, and creative Director of Principal Development to provide strategic vision and direction to its major gifts development fundraising team. This is an exceptional opportunity for a seasoned professional to work collaboratively with senior executives and program professionals worldwide in developing and implementing solicitation strategies for principal prospects. There are 3 critical objectives:</p> <ul style="list-style-type: none"> <li>• Establish a strategic and ...</li> </ul>
<p><b><u>Director, Contact Center</u></b></p> <p>Customer Service/Call Center Nonprofit volunteers Job</p>	Douglasville	GA	United States	Confidential	<p>M.C.Church Library Education Center Corp is currently seeking a seasoned Director to manage our Contact Center at our Administrative Headquarters here in Americus, Georgia. The ideal candidate will be responsible for:</p> <p>*Managing customer service personnel and achieving contact center operating objectives. *Ensuring the development of excellent people and processes and continual improvements in performance, productivity, and</p>

conformity to organization policies and mission.

\*Managing and direct...

<a href="#"><u>Director, Gifts-in-Kind Program</u></a>	Douglasville	GA	United States	Confidential
Business Opportunities Nonprofit volunteers Job	M.C.Church Library Education Center Corp is seeking a talented individual for the position of Director of Gifts-in-Kind Programs.  Essential Duties Include:  1. Needs Analysis and Planning Work collaboratively with other organizations and the affiliate community to document product needs and priorities so that Corporate Programs can deliver relevant partnerships with substantial practical value to affiliates. Assist in developing the long-term departmental strategy for acquiring ...			
<a href="#"><u>Director, Purchasing &amp; Corporate Travel</u></a>	Douglasville	GA	United States	Confidential
Human Resources Nonprofit volunteers Job available	M.C.Church Library Education Center Corp is currently seeking a highly motivated Manager of Purchasing & Corporate Travel to be based in its Administrative Headquarters (Douglasville, Georgia) and manage its corporate purchasing and travel department.  Essential Responsibilities: *Responsible for the operation of the organizational purchasing and corporate travel function. *Identify opportunities where contract negotiations and implementation of new purchasing processes will reduce costs and increase			
<a href="#"><u>Director-Diaspora Giving</u></a>	Douglasville	GA	United States	Confidential
Business Opportunities Nonprofit volunteers Job available	M.C.Church Library Education Center Corp non-profit ministry dedicated to eliminating substandard housing and homelessness worldwide is seeking a Director of Diaspora Giving to direct activities which establish partnerships with immigrant groups thereby securing financial support from the Diaspora community in support of MC church worldwide.  Essential Duties:  -Develop and collaborate on new products to facilitate Diaspora contributions, and take a leadership in advocacy there...			
<a href="#"><u>Editor- Web Content</u></a>	Douglasville	GA	United States	Confidential
Advertising/Marketing/Public Relations Nonprofit volunteers Job	M.C.Church Library Education Center Corp is currently seeking an experience Editor- Web Content to work in our Communications department at our Operational Headquarters in Americus, Georgia. This person will be responsible for:  *Coordinating all phases of editorial development and production for all MCCLECC public, intranet and extranet Web sites, and to engage with all departments to ensure timely, accurate, and complete web content. *Working closely with the Brand & Marketing Manager			
<a href="#"><u>Finance Manager</u></a>	Douglasville	GA	United States	Confidential
Banking/Financial Services Nonprofit volunteers Job	M.C.Church Library Education Center Corp is currently seeking a Financial Manager to work in our Disaster Response Department at our Administrative Headquarters in Atlanta, Georgia. The ideal candidate will be responsible for:  >Overseeing all aspects of Financial Management or Red Cross Disaster Response both in the US and Internationally >Developing and maintaining the appropriate financial policies, processes, tools and staff needed for financial management >Participating in disaster			
<a href="#"><u>Financial Systems Application Support</u></a>	Douglasville	GA	United States	Confidential
Information Technology Nonprofit	M.C.Church Library Education Center Corp seeks a talented technology professional to join its Operational Headquarters in Douglasville, Georgia.			

volunteers Job

This position has a title of Application Engineer II and the successful candidate will:

<b><u>Home Builder Construction and Product Specialist</u></b>	Douglasville	GA	United States	Confidential
Community/Social Services/Nonprofit volunteers Job	M.C.Church Library Education Center Corp is currently seeking a capable individual to serve as Product Procurement Specialist for our Home Builders Blitz program. This position is responsible for identifying product partners in the home building materials field, recruiting builders for Home Builder Blitz build projects and creating marketing materials for the program. This position is based Essential duties include: *Development of builder peer ...			
<b><u>IT Contract Management Specialist</u></b> Nonprofit	Douglasville	GA	United States	Confidential
Information Technology volunteers Job	M.C.Church Library Education Center Corp is currently seeking a Contract Management Specialist for its Operational Headquarters in Douglasville, Georgia.  The incumbent of this position is responsible for Contract Management * Working in conjunction with IS staff, develop detailed MCCLECC and statements of work for services required by IS. * Ensure all follow and abide by IS and organizational guidelines. * Working in conjunction with IS staff and legal department, review and...			
<b><u>Major Gifts Officer</u></b> Nonprofit	Douglasville	GA	United States	Confidential
Business Opportunities Nonprofit volunteers Job	M.C.Church Library Education Center Corp seeks an experienced, energetic, and creative Major Gifts Officer (Leadership Development Officer) to cultivate six-figure relationships with individuals in the Florida, Haiti market. The ideal candidate currently enjoys privileged access to executives and high-net worth individualism this market. This is an exceptional opportunity for a seasoned professional to work collaboratively with senior executives and program professes...			
<b><u>Major Gifts Officer</u></b> Nonprofit	Douglasville	MI	United States	Confidential
Business Opportunities volunteers Job Nonprofit	M.C.Church Library Education Center Corp seeks an experienced, energetic, and creative Major Gifts Officer (Leadership Development Officer) to cultivate six-figure relationships with individuals in the metro Florida market. The ideal candidate currently enjoys privileged access to Fortune 500 executives and high-net worth individuals in this market. This is an exceptional opportunity for a seasoned professional to work collaboratively with senior executives and program...			
<b><u>Manager, Affiliate Quality Assurance</u></b>	Douglasville	GA	United States	Confidential
Education/Training/Library Nonprofit J volunteers ob	M.C.Church Library Education Center Corp Field Operations is seeking a talented individual for the position of Manager, Affiliate Quality Assurance. This position is responsible for the design, development, and implementation of a structure for ensuring quality performance and compliance with organizational standards by Mcclecc affiliates through the management of the Affiliate Quality Assurance Team.  Essential Duties:  -Overseeing compliance of affiliates to minimum standard...			
<b><u>Manager, Application Services</u></b>	Douglasville	GA	United States	Confidential
Information Technology Nonprofit Nonprofit volunteers Job	We are seeking a talented individual who will manage our Application Services department within our Information Systems  Essential Duties: *Responsible for the overall functioning of the application systems that			

support United Way program operations.

\*Ensures that the applications run without errors and within defined response times.

\*Works with system users to answer questions and ensures user requests are completed as specified within the time required.

\*Functions as...

<b><u>Manager, General Ledger Accounting</u></b>	Douglasville	GA	United States	Confidential
Accounting/Auditing Nonprofit volunteers Job	M.C.Church Library Education Center Corp is seeking a talented accounting professional for the position of Manager, General Ledger Accounting. This position is responsible for maintaining the integrity of the general ledger accounting processes for MCCLECC.			
	Essential Responsibilities Include:			
	*Leading the general ledger to an unqualified year-end audit opinion			
	*Ensuring that the department produces accurate and timely financial statements			
	*Effectively closing the monthly general ledger and real...			
<b><u>Manager, Grant Compliance</u></b>	Douglasville	GA	United States	Confidential
Accounting/Auditing Nonprofit volunteers Job	M.C.Church Library Education Center Corp is currently seeking a competent individual to serve as the Manager for Grant Compliance. This person will be responsible for:			
	>Ensuring that MCCLECC is in compliance with all relevant grant provisions and regulations. >Documenting, maintaining and ensuring compliance with all internal control procedures related to government grants.			
	>Providing expert advice to managers throughout the organization on compliance requirements as managers plan to obtain...			
<b><u>National Service Manager</u></b>	Douglasville	GA	United States	Confidential
Community/Social Nonprofit Services/Nonprofit volunteers Job	M.C.Church Library Education Center Corp is currently seeking a creative individual to serve as National Service Manager.			
	This person will be responsible for:			
	•Overseeing, developing, implementing and evaluating designated National Service programs			
	•Working as liaison between CNCS officials, state offices and for M.C.Church Library Education Center Corp			
	•Working with National Service program specialists on program issues			
	•Managing an annual budget			
	•Supervising Amery...			
<b><u>Organizational Development Consultant - Gulf Area</u></b>		National USA	United States	Confidential
Executive/Management Nonprofit volunteers Job	M.C.Church Library Education Center Corp is seeking a talented individual to be a strategic partner to affiliates in the Gulf Area. Reporting to the Associate Director USDA Food Operations, this position is responsible for consulting with United Way affiliates so as to grow the affiliate and increase their capacity to achieve MCCLECC mission.			
	The responsibilities include:			
	- Implementing and/or monitoring the following MCCLECC programs at the affiliate level: Organizational Development, Thriven ...			
<b><u>Organizational Development Consultant - Thrivent</u></b>	Douglasville	National USA	United States	Confidential
Executive/Management Nonprofit volunteers Job	M.C.Church Library Education Center Corp is seeking six talented individuals to ensure successful execution of the Thriving Builds Home program with assigned Thriven Regional Financial offices and MCCLECC affiliates. The Thriven Organization Development Consultant) will work closely with the Alliance Strategy Office and other Organizational Development Consultants to support assigned Thriving Builds Homes affiliates.			
	The responsibilities include:			

				- Manage programmatic aspects for approximated...
<b><u>Project Manager II</u></b>	Atlanta	GA	United States	Confidential
Information Technology Nonprofit Job	M.C.Church Library Education Center Corp is currently seeking a Project Manager to work in its Information Services Department at our Administrative Headquarters located in Douglasville, Georgia. This position is responsible for providing effective project management by following established and contributing to improve methodologies with timely deliverables and measurements.			
	Essential Duties: - Responsible for managing projects that provide a global infrastructure of technical solutions ...			
<b><u>Project Portfolio Manager</u></b>	Douglasville	GA	United States	Confidential
Accounting/Auditing volunteers Job	M.C.Church Library Education Center Corp is currently seeking a highly qualified Project Portfolio Manager to create and lead our project portfolio management process which will be based in our Administrative Headquarters in Douglasville, Georgia. We are looking for a candidate with a minimum of 2 years of consulting experience in both non-profit and corporate settings with a variety of clients.			
	The person in this position will ensure that the current process is enhanced to one that efficiently directs organized...			
<b><u>Senior Accountant</u></b>	Americus	GA	United States	Confidential
Accounting/Auditing Nonprofit volunteers Job	M.C.Church Library Education Center Corp is currently seeking a highly motivated Senior Accountant to provide accounting support in its Operational headquarters located in Douglasville, Georgia. The primary responsibilities for this position are:			
	<ol style="list-style-type: none"> <li>1) To insure that all MCCLECC Financial Policies and Procedures are adhered to by MCCLECC.</li> <li>2) Preparing all External Reporting to and MCCLECC management.</li> <li>3) Assisting the Controller in managing the day to day functions for in Douglasville, GA.</li> <li>4) Providing to ...</li> </ol>			
<b><u>Senior Accountant</u></b>	Douglasville	GA	United States	Confidential
Accounting/Auditing volunteers Job	M.C.Church Library Education Center Corp is currently seeking a highly motivated Senior Accountant to provide accounting support in its Administrative headquarters located in Douglasville, Georgia.			
	The primary responsibilities of this position are: *Analyze and research a variety of accounting related issues. *Reconcile assigned general ledger accounts on a monthly basis, writing up and batching manual general ledger entries, reviewing transactions made to the general ledger and making corrections. * ...			
<b><u>Senior Director - Thrivent Builds</u></b>	Douglasville	GA	United States	Confidential
Business Opportunities J volunteers ob	M.C.Church Library Education Center Corp in conjunction with Thriven Financial for Lutherans is seeking a highly skilled professional to serve as the Senior Director of the "Thriving Builds with MCCLECC partnership. The selected candidate will assure the successful continuation of MCCLECC and combined efforts to build homes in order to assist the underprivileged in obtaining decent and affordable housing.			
	The responsibilities are as follows: •Strengthens relationship...			
<b><u>Senior Specialist- International Housing Finance</u></b>	Douglasville	GA	United States	Confidential
Community/Social Services/Nonprofit	M.C.Church Library Education Center Corp is currently seeking a Senior Specialist to work in our International Housing Finance Department at our			

volunteers Job	Administrative Headquarters in Douglasville, Georgia. The Housing Finance Department is responsible for creating programs and finance options for those in need of better living conditions. The Specialist candidate will be responsible for:  1. Development and support of Global Housing Finance Strategies and Models: *Coordination of Housing Finance work...
<b>Specialist Program</b>	Douglasville      GA      United States      Confidential
Community/Social Services/Nonprofit volunteers JOB	M.C.Church Library Education Center Corp is currently seeking a creative individual to serve as Program Specialist for our Douglasville. This person will be responsible for: •Insuring compliance with federal grant regulations •Training and supporting Douglasville members •Collaborating with partners internally and externally •Applying annually for federal grant •Administering Douglasville member paperwork and benefits •Implementing program evaluation plan and analyze re...
<b><u>Specialist - Douglasville</u></b>	Douglasville      GA      United States      Confidential
Community/Social Services/Nonprofit volunteers Job	M.C.Church Library Education Center Corp is currently seeking a creative individual to serve as a Specialist for our MCCLECC members serving in Florida, Georgia and Haiti.  This person will be responsible for: •Insuring compliance with federal grant regulations •Training and supporting MCCLECC members •Collaborating with partners internal and external •Administering MCCLECC member paperwork and benefits
<b><u>Specialist - Neighborhood Development</u></b>	Douglasville      GA      United States      Confidential
Nonprofit volunteers Job	M.C.Church Library Education Center Corp is looking for a Specialist - Neighborhood Development. The position manages the demonstration projects for Thriving Builds Neighborhoods Program, the first US-based holistic community development program in which MCCLECC has participated. ESSENTIAL DUTIES AND RESPONSIBILITIES:  - Develop annual schedule for MCCLECC site selection, investment decisions, and contract development and monitoring. Communicate to coalitions the program design and incorporate ...
<b><u>Specialist- Web Content</u></b>	Douglasville      GA      United States      Confidential
Advertising/Marketing/Public Relations Nonprofit volunteers JOB	M.C.Church Library Education Center Corp is currently seeking a creative individual to serve as Web Content Specialist at our Operational Headquarters in Douglasville, Georgia. This person will be responsible for:  >Writing and editing. >Researching and organizing all available web content while ensuring it is relevant and up to date. >Studying web traffic reports and other websites for best practices. >Working closely with entire web team, departmental content
<b><u>Specialist- Women Build</u></b>	Douglasville      GA      United States      Confidential
Community/Social Services/Nonprofit volunteers JOB	M.C.Church Library Education Center Corp is currently seeking an outgoing and creative individual to work in our Women Build Program as a Specialist. This position is located in metro Douglasville, Georgia and will be responsible for:  >Managing, updating and maintaining all aspects of Women Build websites. >Soliciting ideas for interactive elements.

- >Updating news events on a monthly basis.
- >Pro-actively bringing creative new elements to improve and invigorate website collateral.
- >Finding

Accounting/Auditing Nonprofit volunteers JOB	Douglasville	GA	United States	Confidential
<p>We are currently seeking a Senior Financial Analyst for Financial Reporting and Internal Controls. The position is responsible for overseeing and ensuring appropriate internal controls and policies regarding the financial processes and systems of the ministry. The goal of the analyst is to implement controls and procedures so as to not have any material weaknesses or reportable conditions in internal controls during the external audit. This position will also be a liaison for the external ...</p>				

<u>Sr. Graphic Designer</u>	Douglasville	GA	United States	Confidential
Advertising/Marketing/Public Relations Nonprofit J volunteers ob	<p>M.C.Church Library Education Center Corp is seeking a creative Graphic Designer to work in our Art Department at our Operational Headquarters in Douglasville, Georgia. This individual will be responsible for:</p> <ul style="list-style-type: none"> <li>&gt;Conceptualizing and creating electronic and printed designs for visual materials produced by Creative Services to be used as educational, promotional, and fund-raising vehicles for MCCLECC.</li> <li>&gt;Using computers and professional graphic design software to develop effective visual solutions for ...</li> </ul>			

<u>Sr. Network Engineer</u>	Douglasville	GA	United States	Confidential
Information Technology Nonprofit volunteers Job	<p>M.C.Church Library Education Center Corp is currently seeking an experienced Network Engineer for its Operational Headquarters in Americus, GA. This position reports to the Manager, Network Engineering.</p> <ul style="list-style-type: none"> <li>- LAN, WAN, and Internet equipment and services administration.</li> <li>- Maintains and monitors network equipment and services for optimal performance.</li> <li>- Responds to complex problems that broadly affect the network</li> <li>- Resolves large-scale complex connectivity and performance issues.</li> <li>- Administer...</li> </ul>			

<u>Staff Accountant</u>	Douglasville	GA	United States	Confidential
Accounting/Auditing volunteers Job Nonprofit	<p>M.C.Church Library Education Center Corp is currently seeking a highly motivated Staff Accountant to provide support in its Operational headquarters located in Douglasville, Georgia. This person will be responsible for:</p> <ol style="list-style-type: none"> <li>1) Processing all invoices from to Accounts Payable. Insuring that all relevant Policies and Procedures are adhered to.</li> <li>2) Implementing and maintaining analysis of all Modular Housing builds in accordance with Policy Guidelines.</li> <li>3) Assisting the Financial Analyst with all Grant.</li> </ol>			

<u>Strategic Land Acquisition Manager</u>	Douglasville	GA	United States	Confidential
Community/Social Services/Nonprofit volunteers Job	<p>M.C.Church Library Education Center Corp is currently seeking a talented individual to serve as the Strategic Land Acquisition Manager with our Operation Home Delivery program in the out area helping those affected by Hurricanes The ideal candidate will be responsible for helping people</p> <ul style="list-style-type: none"> <li>&gt;Developing plans which are exportable to affiliates and other MCCLECC stakeholder groups for identifying land opportunities, approved or improved) for single and multifamily communities, incorporate...</li> </ul>			

<u>Summer Youth Blitz Advisor</u>	Douglasville	GA	United States	Confidential
Community/Social Services/Nonprofit volunteers Job	<p>M.C.Church Library Education Center Corp is currently seeking a creative individual to serve as Summer Youth Advisor. The Advisor acts as a camp counselor for youth, ages 5-22 during two-week build projects that occur throughout the summer all over the United States. Advisors are trained and based in Douglasville, Georgia. This position will start.</p>			

This position is responsible for:  
 •Providing direct assistance to the Summer Youth ...

<p><b><u>Summer Youth Blitz Program Coordinator</u></b></p> <p>Community/Social Services/Nonprofit volunteers Job</p>	<p>Douglasville</p>	<p>GA</p>	<p>United States</p>	<p>Confidential</p> <p>M.C.Church Library Education Center Corp is currently seeking a creative individual to serve as Summer Youth Program Coordinator.</p> <p>This person is responsible for:          •Recruiting youth, answering general inquires about the program, maintaining the Summer Youth Blitz database and managing the Alumni program.          •Traveling to MCCLECC for regional conferences or like-minded organization conferences to be a resource and general advocate for the Summer Youth Blitz program.          •Represent...</p>
<p><b><u>Summer Youth Blitz Team Leader</u></b></p> <p>Community/Social Services/Nonprofit volunteers Job</p>	<p>Douglasville</p>	<p>GA</p>	<p>United States</p>	<p>Confidential</p> <p>M.C.Church Library Education Center Corp is currently seeking a creative individual to serve as Summer Youth Team Leader. The Team leader will act as a team leader for the Summer Youth Blitz Program. The Team Leader will assist in administering three domestic Summer Youth programs for youth, ages 5-22. Team Leaders are trained and based in Americus, Georgia. This position wills This position is responsible for Providing...</p>
<p><b><u>Support Specialist (US Support Center)</u></b></p> <p>Executive/Management volunteers Job Nonprofit</p>	<p>Douglasville</p>	<p>GA</p>	<p>United States</p>	<p>Confidential</p> <p>M.C.Church Library Education Center Corp is seeking two talented individuals to work as Support Specialists in the US Field Operations Department at the Operational Headquarters in Douglasville, Georgia.</p> <p>The responsibilities include:          - Increase affiliation by responding promptly to inquiries from State Support Organizations, and Affiliate staff and volunteers, as well as from and US Office staff Support State Support Organization, MCCLECC and Affiliate staff and volunteers, as well</p>
<p><b><u>Thrivent Builds Homes Program Coordinator</u></b></p> <p>Executive/Management volunteers Job Nonprofit</p>	<p>Douglasville</p>	<p>GA</p>	<p>United States</p>	<p>Confidential</p> <p>M.C.Church Library Education Center Corp is currently seeking a talented individual to serve as Thriven Builds Homes Program Coordinator for its Alliance Strategy Office.</p> <p>The Thriving Builds Homes Program Coordinator is responsible for the ongoing support and coordination of the Thriving Builds Homes with MCCLECC for Humanity Program. This program, with an annual budget of \$20 million dollars, will build between 300-500 homes in the US annually. The coordinator will be responsible for working ...</p>
<p><b><u>Training and Outreach Specialist- Women Build</u></b></p> <p>Community/Social Services/Nonprofit volunteers Job</p>	<p>Douglasville</p>	<p>GA</p>	<p>United States</p>	<p>Confidential</p> <p>M.C.Church Library Education Center Corp is currently seeking a creative and outgoing individual to serve as the Training and Outreach Specialist for our Women Build Program. The successful candidate will:</p> <ul style="list-style-type: none"> <li>*recruit affiliates for Women Build projects</li> <li>*increase the number of Women builds</li> <li>*develop a multi-layered national training program</li> <li>*increase the number of Lowe's clinics and develop new Lowe's training options</li> <li>*create and manage new training materials</li> <li>*develop, organize and deliver</li> </ul>
<p><b><u>Youth Programs Communication Specialist</u></b></p>	<p>Douglasville</p>	<p>GA</p>	<p>United States</p>	<p>Confidential</p>

Community/Social  
Services/Nonprofit  
volunteers Job

M.C.Church Library Education Center Corp is currently seeking a creative individual to serve as Youth Programs Communication Specialist.

This person is responsible for:

- Managing the editorial process for various Youth Programs newsletters including Frameworks
- Coordinating communications and marketing efforts for Youth Programs
- Leading and recruiting the editorial board, developing new print and electronic resources and maintaining consistent and clear messages ...

## **Volunteer Opportunities Nonprofit M.C.CHURCH LIBRARY EDUCATION CENTER CORP. Headquarters**

Short term volunteers (aged 18 and up) are needed to assist with various projects at the International Headquarters located in Douglasville, Georgia. Volunteering at M.C.Church Library Education Center Corp is a unique experience that enables you to develop your skills in different areas. All volunteers play an integral role in every aspect of the ministry from administration to construction.

Volunteers not from the local area may qualify for shared housing and a small meal stipend. M.C.Church Library Education Center Corp offers basic shared accommodation in various houses located near the headquarters for volunteers working in Douglasville, GA.

### **Volunteer placement procedures**

All volunteer applications are carefully screened to see if your skills match the project opportunities you specify and for all open volunteer opportunities. If your skills match an opportunity, an associate will contact you to conduct an initial phone interview to find out more about your suitability to volunteer, and to discuss where you would be best suited in the organization.

International volunteers coming to M.C.Church Library Education Center Corp Headquarters (Douglasville, GA) from outside of the United States need a business visa during their volunteer opportunity.

### **How to Apply:**

If you are interested in becoming a volunteer at M.C.Church Library Education Center Corp. Headquarters, please download an [application form](#) and return it to:

M.C.Church Library Education Center Corp  
Attn: Volunteer Program Manager  
P.O.BOX 322  
Douglasville, GA 30133

Fax: (678) 391-0053

### **Questions:**

For any questions regarding the Volunteer program at M.C.Church Library Education Center Corp, please contact the Volunteer Program Manager at: [volunteer@mcchurchlibrary.com](mailto:volunteer@mcchurchlibrary.com) or (770) 896-2936

**Offices Phone 678 391-0217**

### [International Volunteer Program](#)

living and working abroad! A variety of volunteer positions are available, on and off the construction

### [MCCLECC, IN Douglasville Program](#)

Earn stipends and educational awards by serving communities through this Corporation for National Service partnerships.

Job Title	City	State	Country	Volunteer
<u>Direct Marketing Office Coordinator</u> Administrative/Support Nonprofit Services/Clerical Job	Douglasville	GA	United States	Confidential
	M.C.Church Library Education Center Corp is seeking a talented individual to work as Direct Marketing Office Coordinator in the Development Department at the Administrative Headquarters in Douglasville, Georgia.  Key Responsibilities Include: •Coordinating agenda and meeting dates for all department meetings including conference calls •Creating and maintaining departmental reporting in a timely and accurate manner •Handling event and meeting planning, including travel, catering and meeting space			
<u>International Customer Service Representative</u> Community/Social Services/Nonprofit Job	Douglasville	GA	United States	Confidential
	M.C.Church Library Education Center Corp is currently seeking a multi-cultural individual to serve as International Service Representative for our MCCLECC Program at our Operational Headquarters in Douglasville, Georgia. The ideal candidate will be responsible for:  *Answering the phone and responding quickly to customer needs. Maintaining 24 hour standard for return of all inquiries. *E-mail and phone correspondence with potential customers and others. *Database administration. *Fill...			