

**En Agape International Inc.**  
**5700 100th SW Ste. #330-221 Lakewood, WA 98499**  
**Tel: 253.439.8938 Fax: 253.471.3004**

**JOB DESCRIPTIONS**

**EAI Jr. Executive Board**

The EAI Jr. Executive Board is a group of Teens and Young Adults that have been selected from, School Districts, Church Groups and the EAI Interactive Website through a short application process conducted by the EAI Executive Board. Everyone in the community is encouraged to participate, however each EAI Jr. Board position has a specific function and therefore must be filled with qualified applicants. Any participant interested in becoming an EAI Jr. Executive will complete an application as if applying for a position in a corporation. The EAI Executive Board will review all applications and candidates found to be most qualified will be interviewed. Once selections have been made the successful candidates will sit on the EAI Jr. Board and function as project leaders, liaisons to the multi-groups within the community and work as front-line supervisors directing the efforts of collaborators and volunteers for the duration of the Our Community Plan Rallies Program. After the inaugural celebration inducting the EAI Jr. Execs into their positions, they will undergo a brief period of training and then they will jump right into their roles as the driving force of the Our Community Pride Rallies. Each EAI Jr. Executive will function in their position and remain on the Board for the duration of the OCPR Program in their community, unless otherwise agreed upon by the governing body.

**EAI Executive Board and volunteers:**

NOTE: The EAI Jr. Board will work directly with an EAI Executive Board Member or designee to complete all job assignments and carry out all responsibilities.

**EAI Jr. Executive Director (Student):**

- Function as a 1st line supervisor who manages production and operation of workers
- Coordinate and direct operations and activities of volunteer workers throughout each department
- Engage in the production or processing of goods
- Maintains project operations data, such as time production and cost records
- Assures that budget and time lines are being adhered to
- Plan and establish work schedules, assignments and production sequences to meet production goals.
- Knows and conforms to organizational policies, rules and regulations

**Secretary (Student):**

- Records Meeting Minutes
- Manages and maintains Jr. Executive Meeting Schedule
- Records volunteer assignments
- Creates memos, letters and other correspondence from the Executive and Jr. Boards to volunteers, community partners and sponsors.
- Prepares receipts, invoices, financial statements and other documents using word processing, spread sheet and or presentation software
- Reads, analyze and distributes any incoming correspondence to proper recipient
- General office duties such as filing, faxing answering phones, taking messages and assist in bookkeeping as it relates in project coordination
- And function as a “gap-filler, at their supervisor’s discretion, where and when necessary
- Knows and conforms to organizational policies, rules and regulations

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**Treasurer (Student):**

- Helps control and direct the financial planning and budgeting for team project.
- Advises team of short-term and long-term financial objectives, policy and keeps EAI Senior Board informed as to whether the teams are adhering to budget
- Helps to designate authority for receipt, disbursement and custody of funds
- Evaluate needs for procurement of funds
- Evaluates investment surpluses and makes appropriate recommendations
- Helps in counting and recording collection of donations and prepares bookkeeping reports of expenditures
- Helps manage the financial resources of their specific OCPR Program.
- Knows and conforms to organizational policies, rules and regulations

**Volunteer Coordinator (Student and/or Volunteer)**

- Confers with EAI Executive/designee, Jr. Director or direct supervisor to coordinate operations of volunteer activities within or between departments
- Confers with Executive Board designee or subordinates to resolve worker problems, complaints or issues
- Maintain operations data such as time, production, and cost records and prepares management reports of production results
- Plans and establish work schedules, assignments, and production sequences to meet production goals
- Must be able to coordinate volunteers and resources
- Knows and conforms to organizational policies, rules and regulations

**Supply Coordinator (Student and/or Volunteer)**

- Works together with Board Member/Designee and Supply Coordinator to form plan that will provide the necessary equipment and supplies to each team/department for individual projects. Allocates and keeps track of equipment utilized by teams
- Receives and counts stock items, records data manually or using a computer
- Packs and unpacks items to be stocked on shelves or in stockrooms and/or warehouse
- Verify inventory computations by comparing them with physical counts of stock and be able to investigate discrepancies or adjust errors
- Store items in an orderly and accessible manner in supply room
- Mark items using identification tags, stamps, electronic marking tools, or other labeling equipment
- Clean and maintain supplies to ensure compliance with safety regs
- Determine proper storage methods, identification of stock and location based on turn over, etc.
- Keep records on the usage or damage of stock. Examine and inspect stock items for damage/wear and report to supervisor
- Provide assistance or direction for other stock workers
- Knows and conforms to organizational policies, rules and regulations

At the end of the term, each EAI Jr. Board Member will complete a resume to reflect the skills and experiences that they have acquired during their Our Community Pride Rallies Experience.

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### **Cartoonist**

The EAI Cartoonist will create comic strip character and or must be able to create previous characters into original, fluid comic strips. Cartoonist will create 3 pain comic strip storylines, 1 for each week of the year (52).

The successful cartoonist must be able to develop personal ideas for cartoons, comic strip characters, or is able to read written material to develop ideas. He/she must be able to render sequential drawings of characters and be able to make changes and corrections to cartoon, comic strip, or animation as necessary. He/she must be able to develop color patterns and moods and paint background layouts to dramatize action for animated cartoon scenes.

**Skills necessary:** He/she must be having active listening skills, good writing skills, able to communicate effectively in writing with supervisor and editor. He/she must have good reading comprehension, and be able to understand written sentences and paragraphs in work related documents.

**Abilities:** He/she must have originality, the ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

**Fluency of Ideas,** he/she must have the ability to come up with a number of ideas about a topic. **Visual Color Discrimination** he/she must be able to can match or detect differences between colors, including shades of color and brightness,

The successful candidate must desire a career in the Fine Artist field – specifically cartooning and animation. And have the desire to advance within the company.

**Experience:** No professional experience is necessary but cartoonist must have a portfolio of drawings and cartooning work. He/she must be able to articulate goals and aspirations.