

# **Volunteer Role Descriptions**

**(Updated: 12.15.25)**

# AI Translations Coordinator

**Reports to:** Paul Nicholas

**Time Commitment:** 5-10 hours per week

**Location:** Remote or Onsite

**Job Type:** Volunteer

## **Overview:**

As an AI Translations Coordinator, you will serve a vital ministry function by ensuring the Gospel reaches people in their heart language. You'll oversee the quality and accuracy of AI-translated testimony content, helping Mission Delafé expand its global impact through faithful translation work.

## **Key Responsibilities:**

- Review AI-generated translations of video testimonies for language accuracy and cultural sensitivity
- Compare translations across language pairs (English-Spanish, Spanish-English, English-Thai, English-French)
- Identify translation errors, inconsistencies, or areas requiring human review
- Collaborate with the translation team to establish quality standards
- Maintain translation glossaries and style guides for consistency
- Document common translation challenges and recommended solutions
- Provide feedback to improve AI translation processes

## **Qualifications & Skills:**

- Fluency in English and at least one target language (Spanish, Thai, or French)
- Strong understanding of cultural nuances and context in translation
- Attention to detail and commitment to accuracy
- Familiarity with AI translation tools (experience with ChatGPT, DeepL, or similar platforms helpful)
- Heart for cross-cultural ministry and Gospel proclamation
- Ability to work independently with minimal supervision
- Strong written communication skills

## **(Con't) Spiritual Requirements:**



- Professing faith in Jesus Christ
- Alignment with Mission Delafé's mission and core values
- Commitment to representing Christ with integrity in all communications

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## Editor-in-Chief (*The Delafé Insight*)

**Reports to:** Director of Operations, Nathalie Vilson

**Time Commitment:** 8-10 hours per week

**Location:** Remote or Onsite

**Type:** Volunteer

### Overview:

The Editor-in-Chief serves as the editorial leader for *The Delafé Insight*, Mission Delafé's blog ministry, and potentially the (future) Delafé Magazine. This role requires a creative thorough individual passionate about storytelling, Biblical insights, journalism, and using written words to inspire faith and point readers to Jesus. You'll shepherd a team of other volunteer writers while maintaining editorial excellence and theological integrity.

### Key Responsibilities:

- Oversee all content published on *The Delafé Insight* and any other Delafé publications.
- Guide, and encourage volunteer blog writers
- Review, edit, and approve all blog submissions for publication
- Develop content calendars aligned with ministry themes and testimony releases
- Ensure theological accuracy and alignment with Mission Delafé's values
- Edit for clarity, grammar, style, and engagement
- Collaborate with the social media team on content promotion
- Provide constructive feedback to writers to help them grow
- Maintain editorial guidelines and style standards
- Monitor blog analytics and reader engagement

### Qualifications & Skills:

- Proven writing and editing experience (samples required)
- Strong grasp of theology and biblical interpretation
- Excellent command of grammar, style, and storytelling techniques
- Possess creative ability and has an eye for strong layout design
- Passion for testimony-driven evangelism and discipleship
- Ability to provide encouraging, constructive feedback
- Experience managing or mentoring other writers (preferred)

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- Understanding of SEO and digital content best practices (helpful)

## **Spiritual Requirements:**

- Professing faith in Jesus Christ
- Sound theological foundation and discernment
- Heart for using storytelling and journalism as a tool for Kingdom impact
- Commitment to editorial integrity and truth

*\*Resume and samples attachment required*

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## Blog Writer (The Delafé Insight)

**Reports to:** Editor-in-Chief

**Time Commitment:** 3-6 hours per week

**Location:** Remote or Onsite

**Type:** Volunteer

### Overview:

As a Blog Writer for *The Delafé Insight*, you will craft compelling, Christ-centered content that amplifies the testimonies Mission Delafé captures. Your writing will encourage believers, reach the lost, and showcase God's transforming power through real stories of redemption.

### Key Responsibilities:

- Write original blog content based on assigned themes and testimonies
- Craft devotionals, testimony features, and inspirational articles
- Research and interview testimony subjects when appropriate
- Meet editorial deadlines and maintain consistent quality
- Collaborate with the Blog Editor on content direction
- Revise content based on editorial feedback
- Potentially contribute investigative or journalistic pieces on faith-related topics
- Maintain a consistent, engaging, Christ-centered voice

### Qualifications & Skills:

- Strong writing ability with a clear, engaging style
- Ability to tell stories that inspire and point to Jesus
- Research skills and attention to factual accuracy
- Flexibility to write across multiple content types (devotionals, features, narratives)
- Ability to receive and implement editorial feedback
- Commitment to meeting deadlines
- Journalism or investigative writing experience (for select assignments)

### Spiritual Requirements:

- Professing faith in Jesus Christ

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- Passion for using written word to share the Gospel
- Willingness to approach sensitive testimony content with prayer and discernment
- Heart for discipleship and encouragement through writing

*\*Resume and samples attachment required*

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## Vetting & Research Volunteer

**Reports to:** Ide Viriya

**Time Commitment:** 5-10 hours per week

**Location:** Remote or Onsite

**Type:** Volunteer

### **Overview:**

As a Vetting & Research volunteer on the VRO Team, you'll play a crucial behind-the-scenes role in ensuring the integrity and credibility of testimonies shared by Mission Delafé. This role requires discernment, diligence, and a heart for protecting the ministry's witness while building authentic relationships.

### **Key Responsibilities:**

You will assist with pre-vetting and research, participate in witness vetting calls, coordinate and schedule witness appointments, and manage related communications including emails and follow-up tasks.

- Conduct preliminary research and vetting of potential testimony subjects
- Build and maintain relationships with testimony candidates and ministry partners
- Perform background research and verification as needed to ensure testimony authenticity
- Document research findings and maintain organized records
- Assist in evaluating submission applications
- Communicate professionally with potential testimony subjects
- Flag concerns or red flags for leadership review
- Support the vetting process with administrative tasks
- Maintain confidentiality and handle sensitive information with integrity

### **Qualifications & Skills:**

- Strong research and investigative skills
- Excellent interpersonal and relationship-building abilities
- Attention to detail and thoroughness
- Discernment and wisdom in evaluating people and situations
- Proficiency with online research tools and databases

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- Strong written and verbal communication skills
- Strong administrative & organizational skills and ability to manage multiple inquiries
- Discretion and ability to maintain confidentiality

## **Spiritual Requirements:**

- Professing faith in Jesus Christ
- Spiritual maturity and discernment
- Understanding of the importance of testimony integrity in ministry
- Commitment to praying over research and vetting decisions
- Heart for building authentic Gospel-centered relationships

*\*Resume attachment required*



## **Vetting & Research Volunteer (English & Spanish Speaker)**

**Reports to:** Ide Viriya

**Time Commitment:** 5-10 hours per week

**Location:** Remote or Onsite

**Type:** Volunteer

### **Overview:**

As a bilingual Vetting & Research volunteer on the VRO Team, you will play a crucial behind-the-scenes role in ensuring the integrity and credibility of testimonies shared by Mission Delafé, with a specific focus on the Spanish-language platform, *Testimonios Delafé*. This role requires discernment, diligence, and a heart for protecting the ministry's witness while building authentic, Christ-centered relationships. Fluency in both English and Spanish is required, as you will support testimonies and communication across both languages.

### **Key Responsibilities:**

You will assist with pre-vetting and research, participate in witness vetting calls, coordinates and schedules witness appointments, and manage related communications including emails, release forms, and follow-up tasks.

- Conduct preliminary research and vetting of potential testimony subjects
- Build and maintain relationships with testimony candidates and ministry partners
- Perform background research and verification as needed to ensure testimony authenticity
- Document research findings and maintain organized records
- Assist in evaluating submission applications
- Communicate professionally with potential testimony subjects
- Flag concerns or red flags for leadership review
- Support the vetting process with administrative tasks
- Maintain confidentiality and handle sensitive information with integrity

### **Qualifications & Skills:**

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- Must be proficient in both English and Spanish
- Strong research and investigative skills
- Excellent interpersonal and relationship-building abilities
- Attention to detail and thoroughness
- Discernment and wisdom in evaluating people and situations
- Proficiency with online research tools and databases
- Strong written and verbal communication skills
- Strong administrative & organizational skills and ability to manage multiple inquiries
- Discretion and ability to maintain confidentiality

## **Spiritual Requirements:**

- Professing faith in Jesus Christ
- Spiritual maturity and discernment
- Understanding of the importance of testimony integrity in ministry
- Commitment to praying over research and vetting decisions
- Heart for building authentic Gospel-centered relationships

*\*Resume attachment required*

## Administrative Assistant: Vetting & Research

**Reports to:** Ide Viriya

**Time Commitment:** 6-10 hours per week

**Location:** Remote or Onsite

**Type:** Volunteer

### **Overview:**

As the Administrative Assistant for Vetting and Research, you will assist in handling administrative tasks for the Vetting and Research team. Tasks include, but aren't limited to assisting with researching, pre-vetting, and organizing information related to potential witnesses. This helps ensure witness testimonies align with Delafé's mission and standards before moving into production.

### **Key Responsibilities:**

- Assist with pre-vetting research on potential witnesses
- Support scheduling and coordination of vetting calls
- Prepare and organize vetting documentation and notes
- Assist in conducting follow-up communication with witnesses
- Help maintain vetting records, databases, and research files
- Provide support during vetting calls and review processes
- Ensure sensitive and confidential information is handled appropriately
- Assist with special research projects as needed

### **Qualifications & Skills:**

- Strong research, organizational, and administrative skills
- Excellent written and verbal communication abilities
- Detail oriented with strong documentation practices
- Ability to handle sensitive information with discretion
- Comfortable working with databases and internal tracking systems

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- Experience with Microsoft Suite and basic project management tools preferred (Monday.com)
- Ability to remain objective, thoughtful, and discerning

## **Spiritual Requirements:**

- Professing faith in Jesus Christ
- Commitment to truth, integrity, and discernment
- Respect for the sacred nature of personal testimonies
- Heart for protecting the mission and witness of Delafé

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## Personal Assistant to Executive Director

**Reports to:** Eric Villatoro, Executive Director

**Time Commitment:** 10-15 hours per week

**Location:** Remote or Onsite (flexibility required; possible travel)

**Gender Requirement:** Male (for integrity and accountability purposes)

**Type:** Volunteer

### Overview:

This unique volunteer role provides high-level support to Mission Delafé's Executive Director and may include opportunities for travel as ministry needs arise. It is ideal for someone passionate about learning, administrative excellence, and Kingdom-minded leadership. You'll gain invaluable, hands-on ministry leadership experience while serving in a way that directly strengthens the organization's effectiveness, discernment, and global reach.

### Key Responsibilities:

- Manage the Executive Director's calendar, meetings, and scheduling
- Coordinate travel arrangements and logistics
- Assist with research, project management, and strategic initiatives
- Provide personal assistance as needed to support ministry effectiveness
- Draft correspondence, presentations, and reports
- Maintain confidential files and sensitive information
- Coordinate communication between the Executive Director and team members
- Assist with event planning and special projects
- Anticipate needs and proactively problem-solve
- Represent the Executive Director professionally in communications

### Qualifications & Skills:

- Strong administrative and organizational abilities
- Excellent written and verbal communication skills
- High level of discretion and trustworthiness
- Proactive, detail-oriented, and resourceful
- Ability to manage multiple priorities and shifting deadlines

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- Proficiency with Microsoft Office, and project management tools such as Monday.com
- Professional demeanor and mature judgment
- Desire to learn and grow in ministry leadership
- Ability to travel occasionally if needed

## **Spiritual Requirements:**

- Professing faith in Jesus Christ
- Spiritual maturity and sound judgment
- Understanding of biblical leadership and servanthood
- Commitment to walking in integrity and accountability
- Heart for supporting Kingdom leadership with excellence
- Willingness to pray for and with leadership

*\*Resume attachment required*

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## Prison Ministry Advocate

**Reports to:** Director of Operations, Nathalie Vilson

**Time Commitment:** 6-10 hours per week

**Location:** Remote or Onsite

**Type:** Volunteer

### **Overview:**

As a Prison Ministry Advocate, you'll help Mission Delafé bring the hope of Jesus into correctional facilities by building strategic relationships with prison chaplains and advocating for testimony-sharing opportunities. This role requires passion for justice, redemption, and reaching the incarcerated with the transforming power of Christ.

### **Key Responsibilities:**

- Manage our Pando App account (prison streaming platform) by uploading testimonies, thoughtfully responding to comments and letters from incarcerated viewers, scanning and organizing incoming letters into our internal cloud storage, and prayerfully helping vision and develop future content and outreach opportunities within the prison ministry.
- Research and identify prison ministry opportunities in target regions
- Build and maintain relationships with prison chaplains and prison administrators
- Advocate for Mission Delafé's testimony ministry within correctional facilities via outreach and prospecting
- Coordinate opportunities for potential testimony recordings with incarcerated individuals
- Navigate institutional requirements and clearance processes
- Develop partnership proposals for prison outreach initiatives
- Maintain a database of prison ministry contacts and opportunities
- Communicate ministry vision and impact to potential partners
- Support on-site testimony recording events when appropriate
- Document success stories and ministry impact
- Handle DVD distribution of testimony recordings to prisons

### **Qualifications & Skills:**

- Strong interpersonal and relationship-building skills
- Understanding of the criminal justice system and prison ministry
- Excellent communication and advocacy abilities

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- Persistence and patience in navigating institutional processes
- Research and organizational capabilities
- Cultural sensitivity and compassion for the incarcerated
- Ability to maintain professional boundaries
- Understanding of security clearance and background check processes

## **Spiritual Requirements:**

- Professing faith in Jesus Christ
- Heart for the incarcerated and belief in redemption
- Understanding of restorative justice from a biblical perspective
- Passion for bringing hope to marginalized communities
- Commitment to representing Christ with integrity in institutional settings
- Willingness to pray for the incarcerated and prison staff

# Administrative Assistant: Production and Archiving

**Reports to:** Senior Producer

**Time Commitment:** 6 to 10 hours per week

**Location:** Remote or Onsite

**Type:** Volunteer

## Overview

As the Administrative Assistant for Production and Archiving, you will support the heart of Mission Delafé's storytelling mission by helping coordinate the logistics behind every testimony recording. This role ensures that witnesses are scheduled, communication flows smoothly, and all testimonies are properly archived for long-term impact. You will play a key role in the efficiency and excellence of the Production department.

## Key Responsibilities

- Assist in scheduling witness recordings (physical production) and coordinate all related communication
- Assist in conducting follow-up calls and send reminders to witnesses
- Assist with booking travel, lodging, and local accommodations for Production trips as needed
- Coordinate and secure recording locations as needed
- Manage the Production team email inbox and respond to inquiries
- Oversee the archiving process: organizing files, uploading footage, maintaining database accuracy
- Handle all post-recording follow-ups with witnesses
- Support Production staff with administrative tasks as needed

## Qualifications and Skills

- Strong administrative, organizational, and communication abilities
- Comfortable managing calendars, email inboxes, and multiple schedules

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- Detail oriented with excellent follow-through
- Ability to manage sensitive information confidentially
- Experience with Microsoft Suite and basic project management tools preferred (Monday.com)
- Understanding of film production phases (pre, production, and post) (preferred)
- Calm, dependable, and able to work well under deadlines

## Spiritual Requirements

- Professing faith in Jesus Christ
- Passion for testimony ministry and the mission of Delafé
- Heart for people and honoring their stories
- Commitment to integrity, humility, and servant leadership

# Administrative Assistant: Operations

**Reports to:** Director of Operations

**Time Commitment:** 6 to 10 hours per week

**Location:** Remote or Onsite

**Type:** Volunteer

## Overview

As the Administrative Assistant for Operations, this role supports the operational backbone of Mission Delafé. You will assist our Director of Operations, helping ensure internal systems, communication, and coordination run smoothly across departments. This position plays a key role in maintaining organizational clarity, consistency, and efficiency as the ministry continues to grow.

## Key Responsibilities

- Assist with day-to-day operational administrative tasks
- Support scheduling, calendars, and internal coordination across teams
- Manage Operations-related email communication and follow-ups
- Assist with documentation, data entry, and record keeping
- Help maintain internal systems, workflows, and databases
- Support the Director of Operations with special projects as needed
- Assist with coordinating meetings, agendas, and notes
- Ensure sensitive information is handled with care and confidentiality

## Qualifications and Skills

- Strong administrative, organizational, and communication abilities
- Comfortable managing calendars, inboxes, and multiple priorities
- Detail-oriented with strong follow-through
- Ability to manage sensitive information confidentially
- Experience with Microsoft Suite and basic project management tools preferred (Monday.com)
- Self-motivated, dependable, and able to work independently
- Ability to adapt and support a fast-moving ministry environment
- Calm, dependable, and able to work well under deadlines



## Spiritual Requirements

- Professing faith in Jesus Christ
- Passion for testimony ministry and the mission of Delafé
- Heart for people and honoring their stories
- Commitment to integrity, humility, and servant leadership
- Heart for supporting ministry leaders and teams

## Production: Video Editor (Full Testimonies)

**Focus Area:** Full Testimony Videos

**Reports to:** Senior Production Manager

**Time Commitment:** 6 to 12 hours per week

**Location:** Remote or Onsite

**Type:** Volunteer

### Overview

As a Video Editor for Mission Delafé, you will help craft the stories of Jesus at work in people's lives. This role focuses on editing long-form testimony videos for YouTube, presenting them with excellence, clarity, and emotional impact. You may also assist in creating short-form content such as YouTube Shorts and Clips to expand the reach of each testimony.

### Key Responsibilities

- Edit full-length testimony videos using Adobe Premiere Pro
- Prepare footage, sync audio, build timelines, and craft cohesive story flow
- Edit YouTube Clips and Shorts when needed
- Implement Delafé's visual standards, lower thirds, and editing style
- Communicate with the Production team on project timelines and revisions
- Export, organize, and deliver final video assets
- Maintain an efficient and organized editing workflow

### Qualifications and Skills

- Proficiency in Adobe Premiere Pro (required)
- Experience in DaVinci Resolve (preferred)
- Strong storytelling instincts and ability to edit with emotion and clarity
- Experience with color correction preferred.
- Ability to meet deadlines and work independently
- Organized and able to manage multiple projects at once
- Understanding of YouTube formats, editing style, pacing, and best practices

## **Spiritual Requirements**

- Professing faith in Jesus Christ
- Heart for sharing testimonies that glorify Jesus
- Commitment to steward stories with honor and sensitivity

## Production: Gaffer

**Reports to:** Senior Production Manager

**Time Commitment:** As scheduled during recording trips

**Location:** Onsite; travel required

**Type:** Volunteer

### Overview

The Gaffer plays a hands-on role in capturing testimonies with excellence by supporting the Production team wherever needed, with a primary focus on lighting and on-set assistance. This volunteer should have experience with basic two- and three-point lighting setups and be ready to assist with equipment setup, adjustments, and overall production flow. The Gaffer helps ensure each recording environment is distraction-free, visually compelling, and professionally executed, stewarding each testimony with care, clarity, and excellence.

### Key Responsibilities

- Assist the Production team with lighting and on-set support for testimony recordings, including basic two- and three-point lighting setups.
- Transport, set up, adjust, and break down lighting and related production equipment
- Help ensure safe, efficient, and distraction-free lighting conditions across varied recording environments
- Work collaboratively during shoots to make real-time adjustments as needed to support the overall production
- Travel with the local Production team to recording sites as ministry needs arise
- Maintain, handle, and care for production gear with responsibility and respect.

## Qualifications and Skills

- Strong understanding of basic lighting for video, including familiarity with two- and three-point setups
- Ability to safely lift, carry, and move production equipment as needed
- Dependable, punctual, and team-oriented, with a servant-hearted approach to collaboration
- Strong attention to detail and a commitment to excellence, with a teachable and willing-to-learn mindset
- Prior experience in video production or photography is a plus, but not required

## Spiritual Requirements

- Professing faith in Jesus Christ
- Desire to serve and support the storytelling mission
- Willingness to represent Christ through excellence and humility



## Distribution: Social Media Curator

**Reports to:** Distribution Lead

**Time Commitment:** 6 to 8 hours per week

**Location:** Remote

**Type:** Volunteer

### Overview

As a Social Media Curator, you will help amplify the reach of Jesus testimonies by managing, posting, and curating content across Delafé's social platforms. You will help drive engagement, steward community interaction, and ensure that every platform reflects the heart and mission of Delafé.

### Key Responsibilities

- Curate and schedule engaging content across all social media channels
- Work with Distribution team to select the most impactful clips and assets
- Engage with community comments and messages
- Maintain consistent posting rhythms
- Track platform engagement and report performance trends
- Collaborate with the team to brainstorm new content ideas
- Ensure all messaging aligns with Delafé's voice, mission, and brand

### Qualifications and Skills

- Strong understanding of social media platforms and engagement strategies (what works and doesn't work)
- Creative ability to curate content that is emotionally compelling and mission aligned
- Excellent communication and writing skills
- Organized, responsive, and able to manage multiple accounts
- Experience with scheduling tools is helpful

## **Spiritual Requirements**

- Professing faith in Jesus Christ
- Passion for sharing testimonies and reaching people online
- Desire to represent Jesus with integrity on digital platforms



# Mobile App Development Coordinator

**Reports to:** Executive Director

**Time Commitment:** 4 to 8 hours per week

**Location:** Remote

**Type:** Volunteer

## Overview

As the Mobile App Development Coordinator, you will help dream, plan, and shape the future of the Delafé mobile app. You will contribute ideas from the perspective of a mobile app developer and collaborate with leadership to build an innovative platform for discovering and sharing testimonies around the world.

## Key Responsibilities

- Assist in conceptualizing and planning features for the Delafé mobile app
- Provide insight from a developer mindset during brainstorming sessions
- Research mobile app trends, functionalities, and creative user experiences
- Help outline feature requirements, user journeys, and wireframe ideas
- Collaborate with Operations and external developers
- Document app ideas, prototypes, and development notes
- Support early testing and gather feedback during development

## Qualifications and Skills

- Ability to think like a mobile app developer
- Understanding of UX and app functionality
- Strong research and conceptual skills
- Organized and detail oriented
- Experience with mobile app development (even at a basic level) is helpful

## Spiritual Requirements

- Professing faith in Jesus Christ
- Passion for using technology to advance the Gospel
- Commitment to innovation with integrity





## General Requirements for All Volunteer Roles

### All volunteers must:

- Complete a volunteer application
- Attend volunteer orientation and onboarding
- Attend monthly Team Meetings
- Sign confidentiality and liability agreements
- Align with Mission Delafé's Statement of Faith and core values
- Commit to representing Christ with integrity in all ministry activities
- Maintain regular communication with supervisors
- Participate in periodic team meetings or check-ins

### Mission Delafé is committed to:

- Providing meaningful, Kingdom-focused volunteer opportunities
- Offering training, support, and spiritual encouragement
- Recognizing and celebrating volunteer contributions
- Creating a culture of grace, growth, and excellence
- Stewarding your time and talents with care and purpose

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*"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters." – Colossians 3:23*