

ONLINE VOLUNTEER (FORMATTING) - JOB DESCRIPTION

JOB TITLE

Online Volunteer – Document Formatting (MS Word)

Role type: Remote volunteer

Commitment: Flexible hours

Location: Anywhere in the world



ABOUT THE ROLE

We are looking for a detail-oriented volunteer to help prepare and format our discipleship and leadership training materials. These resources serve believers across North Africa, the Middle East and beyond, and well-formatted documents make a significant difference for clarity, translation, and training effectiveness.

KEY RESPONSIBILITIES

- Format MS Word documents according to provided templates and style guidelines
- Ensure consistent headings, spacing, numbering, fonts, and layout
- Clean up imported or translated files (tables, images, paragraph styles, page breaks, etc.)
- Prepare documents so they are easy to read, print, and translate
- Communicate with the team when clarification is needed
- Maintain accuracy while working with sensitive discipleship materials

REQUIREMENTS

- Strong proficiency in Microsoft Word (styles, tables, headers/footers, layout tools)
- Excellent attention to detail and consistency
- Ability to follow formatting guidelines
- Reliable, self-motivated, and able to work independently
- Good written communication in English
- Access to a computer with MS Word

Desired (but not required)

- Experience with curriculum, academic materials, or multi-language documents
- Familiarity with formatting PDFs or preparing print-ready files
- Basic understanding of Christian discipleship materials

Benefits

- Serve directly in strengthening discipleship in high-need regions
- Flexible schedule and fully remote
- Contribute to resources used by emerging believers and leaders
- Gain experience in document production and international ministry support

How to Apply

Interested? Please send a self-introduction and any relevant experience to joanie@train4change.com. We'd love to hear from you.