

SECOND WIND NETWORK MISSION MATCHING SERVICE

*Helping agencies connect with
Enquirers in their 40s, 50s & 60s*

***FULL PARTNER
USER MANUAL***

January 2012

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Introduction

SWN provides an initial interface between Enquirers and Agencies where serious Enquirers can easily investigate a wide range of mission opportunities. SWN is a mission “one stop shop” where people who are serious about mission but uncertain about a destination or ministry opportunities can use the website for research because they understand that information from many diverse agencies is available in one place to help them make decisions. These “Enquirers” are strongly encouraged to enter their “personal profiles” and check out the resulting “matches” with Partner Agencies. These profiles are essentially expressions of interest as candidates.

The website incorporates:

- **A mission matching service** where
 - You can enter your agency details and update them as required;
 - Enquirers can enter their personal details and update them as required;
 - All Enquirers agree to a privacy clause allowing agencies to access their data;
 - You will be able to match Enquirers’ profiles against your agency profile, conduct other searches based on your own selection criteria, and mine our data base.
- **A web link to your site** with a brief description of your agency and contact details.
- **A “Top Needs” facility** where you can enter details of up to 5 opportunities suitable for SW people - on-line for regular update and management.

This manual has been designed to help you:

- Login for the first time and enter your agency data
- Update the information thereafter
- Search for information on Enquirers.
- Understand and use the Matching Features
- Enter your Top 5 Needs for personnel

If you have any questions, please contact the Second Wind office on (07) 38436610, or Email admin@secondwind.net.au, or Skype `second_wind_network`. If you need help in entering your data we are able to walk you through the process live on Skype, or phone.

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1. Getting Ready

As a Partner of SWN, your agency has been allocated a **Username and Password** which will allow you to access the software program for the first time to enter your agency's profile information. You will be able to change these to suit yourself once you have logged into the program. At present your agency is in the system but inactive.

Before you attempt to login to the system, you will need to have certain information ready for data entry, and your agency activated. Once your agency has been activated in the SWN database, it is important that your data is all entered as soon as possible; otherwise Enquirers will not be able to obtain any meaningful information about your organisation, and from our perspective, it is not helpful to have an agency listed with no supporting information. Therefore we advise the following process:

1. Collect the necessary data on the blank worksheets supplied in the appendix.
2. Set aside 30 – 45 mins to enter the data.
3. Contact SWN to activate your username & password 24 hrs before you intend to enter this data. You will not be able to log in until your agency is activated.


Blank worksheets are attached as a separate Word document to help you compile your data.

The **Top Needs** section can be completed independently, as it does not form part of your profile for matching purposes. But once your profile is entered, it is in your interests to also list your top needs.

2. Getting Started

Go to Second Wind website homepage – <http://www.secondwind.net.au>

Click on the **Partner Login** button located in the RH Sidebar. The Login page will display.



The screenshot shows a web browser window with three tabs: 'Imagine Mission Teams with only Evangeli...', 'Second Wind: Partner Agencies', and 'Dashboard < Second Wind Network — W...'. The main content area is titled 'second wind agency action' and features the Second Wind Network logo on the left. Below the logo, it says 'Welcome Agency Partner!'. The central part of the page is titled 'Second Wind Full & Limited Partner Agency Login' and contains a login form with 'Username' and 'Password' input fields and an 'Enter' button. Below the form, there is a link for 'Associate Partner Login' and two links at the bottom: 'Return to Main Home Page' and 'Return to Agency Home Page'.

Login using the user name and password supplied. **Please note that these are case sensitive.**

The **Agency Main Menu** page will then be displayed. (This is the main menu.)

The following is an explanation of the items on this page:

second wind agency action

Welcome Agency Partner!

Test Agency — Agency Main Menu

Click here for [\[HELP\]](#)

Matching Service:

- [View Your Candidate Matches](#)
- [Run Matching Program](#) (2 candidates are unmatched.)
- [Enter/Edit Match Filters](#)
- [Manage List Names](#)
- [List of Enquirers as per Reminder Email](#)

Search the Database:

- [Search for Enquirers by Name](#)
- [Search for Enquirers By Occupation](#)
- [Search for Enquirers By Qualifications](#)
- [Search for Enquirers By Ministry Preference](#)
- [Search for Enquirers By Date of Entry or Last Update](#)
- [Super Search for Enquirers \(all other profile parameters\)](#)

Manage the Test Agency Profile:

- [View the Test Agency Profile](#)
- [Edit Contact Information](#)
- [Edit Service Information](#)
- [Edit Ministry Opportunities](#)
- [Enter/Edit Top Needs](#)
- [Logout](#)

[<< Back](#)

Annotations:

- Click on **HELP** to display an explanatory HELP page.
- View, update, and manage **Enquirer Matches**, (more info later).
- The **Search the Database** section provides different types of searches (more info later).
- The **Manage [Agency Name] Profile** section allows you to enter and edit your specific agency information
- The **Top Needs section** allows you to enter up to 5 of your most urgent opportunities

3. Enter/Edit Agency Information

Once you are logged on as a Partner, you will need to initially **enter** your agency information and thereafter **edit** it from time to time to keep it updated. There are 3 sections of information.

3.1. Contact Information.

(Located in the **Manage the [AgencyName] Profile** section in bottom section of screen.)

Complete the full contact details for your agency. The first time you log on you will see the Username and Password allocated by SWN. You may now change these if you desire.

agency action

Welcome Back!

[Agency Main Menu](#)

Test Agency Contact Information

Use this form to edit contact information.

Agency Name:	<input type="text" value="Test Agency"/>
Org Abbreviation:(No spaces)	<input type="text" value="TEST"/>
User Name:	<input type="text" value="test"/>
Password:	<input type="text" value="test"/>
Key Contact Name:	<input type="text" value="Lindsay test"/>
Contact Email:	<input type="text" value="lindsay@secondwind.net.au"/>
Contact Phone:	<input type="text"/>
Alternate/Admin Contact:	<input type="text"/>
Alternate/Admin Email:	<input type="text"/>
Agency Address:	<input type="text" value="66 Cadogan St, Carindale"/>
City or Town:	<input type="text" value="Brisbane"/>

Notes:

Key Contact Name, Email, & Phone: As it should appear for all contact purposes on the website. (see below)

Description: This should be succinct and **compelling**, and describe your **distinctives**. What makes your organisation different from all the others? Provide sufficient information to encourage viewers to want to access your website for more. This description will appear in your Agency Profile, and also on the Partner Agencies page where all partner agencies are listed - *Opportunities/Partner Agencies* Recommended length is 200 words.

[Return to Main Menu](#)

Nominating your contacts:

The **key contact person**, email and phone will appear on the website under your agency description. All electronic enquiries generated from the website will be automatically directed to this address.

The **alternate/admin or “link” person** should be someone we can contact for admin purposes or in the absence of the Key contact.

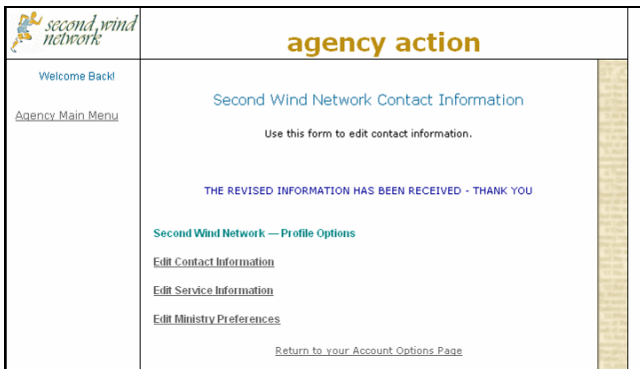
One of these people needs to be able to regularly mine the data base regularly.

Some agencies nominate a mobiliser in the key role and an admin staff person (maybe the Mobiliser’s PA) as the alternate contact which is helpful if the key person travels regularly.

When completed, press the **Submit** button at bottom of screen.

In future, if you want to review this page but make no changes, you can select the **Return to your Main Menu Page** link instead.

An Advisory screen will be displayed confirming that the information has been received. This appears every time you click the **Submit** button.



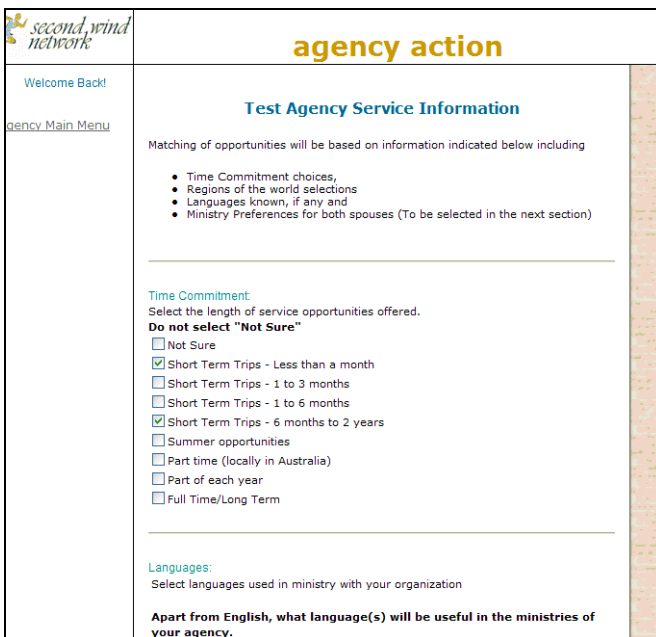
Now continue to enter data for the other two areas –

- **Service Information**
- **Ministry Opportunities**

3.2. Enter/Edit Service Information:

This comprises:

- Time commitment choices
- Languages other than English
- Regions of the World
- Information about Vision/Short-term trips offered



Notes:

Enquirers run their matches against the first 3 items, so ensure this information is accurate.

The “Not sure” and “No preferences” boxes are included because Enquirers fill in the same information. Agencies should NOT check these boxes.

Press **Submit** to lodge the information.

An Advisory screen will again be displayed, confirming the information has been received, and warning of any areas without selections.

3.3. Enter/Edit Ministry Opportunities

The information in this section is also used for matching purposes.

The screenshot shows a web interface for 'second wind network' with the title 'agency action'. The main heading is 'Test Agency Ministry Opportunities'. Below this, there is a paragraph of instructions: 'Rather than selecting many areas of ministry, it is best to select a few that are of the most interest to you in order to receive the best "matches". Ministry Opportunity selections can always be altered later. Only check areas where Test Agency has multiple opportunities, not where only one slot needs to be filled. These can be searched for separately. At least one Ministry Opportunity must be selected to activate this area'. The form is organized into several sections with checkboxes:

- CHURCH DEVELOPMENT:** Bible Teaching (checked), Bible Translation (checked), Church Planting, Discipleship, Mentoring Leadership, Leadership Training.
- COMMUNICATIONS:** Drama, Visual Arts, Music, Writers, Radio, Video/TV, Web Content, Web Layout/Design, Web Programming, Editors.
- COMMUNITY DEVELOPMENT:** Agriculture, Appropriate Technology, Construction/Management, Construction/Trade, Children/Youth, Environmental, Physically Challenged, Public Health, Relief (Logistics).
- CONSTRUCTION AND MAINTENANCE:** Carpenter, Dry Wall, Electrician, Job Site Foreman, Handyman/Maintenance, Masonry, Plumber/Site fitter, Project Manager, Superintendent.

Notes:

If you check every box, your agency will match with every Enquirer, so it is best to carefully follow the instructions on the page and **be discerning** in your selections.

Press **Submit** to lodge the information.

An Advisory screen will again be displayed, confirming the information has been received.

3.4. Now You Can View The Resultant Profile For Your Agency

Press **Return to your Main Menu Page**.

In the Manage Agency Profile section, press **View the Agency Profile**.

The screenshot shows the 'Second Wind Network' logo and tagline 'Enquire... Explore... Engage...'. The page title is 'Second Wind Mission Matching' and 'Agency Profile'. A 'close window' button is visible. The profile details are as follows:

- Agency:** Test Agency
- Main Web Address: <http://test.com.au>
- Positions Vacant
- Web Address: <http://test2.com.au>
- Additional Web Address: <http://test3.com.au>
- Contact Person: Lindsay Test
- Email: lindsay@secondwind.net.au
- Address: 66 Cadogan St, Carindale, Brisbane, QLD 4870 Australia
- Phone: 07 38436610

Description: This is a test agency temporarily activated to implement further improvements to the SWN matching engine.

Short-term trips: Test Agency offers awareness trips to learn about their ministry, to build relationship, learn of the need and how you might fit. See our website for more details.

Time periods for assignments:

- Less than a month
- Short 1 - 3 months
- Short 1 - 6 months
- Short 6 mo - 2 yrs
- Part time

Languages other than English useful in certain assignments:

- Spanish
- German
- Russian
- Mandarin
- European

Agency activities in these regions:

- WAfrica
- Australia

Notes:

The web addresses are direct links to your website.

The email address is also a direct link.

Check the profile, to ensure it provides a correct description of your agency. You may edit it at any time from your Agency Main Menu Page. Return to that page by pressing the **Close Window** button.

When this profile is viewed by an Enquirer who has lodged their own profile, it also displays a pre-formatted email enquiry form, to make it easy for Enquirers to contact the Key Contact Person .

4. Mission Matching Service

This system is the main feature of the website. Individual Enquirers enter their profiles with the same criteria as the agencies, and then both can determine how their preferences match up. Matching is based on 5 criteria in the Agency and Enquirer profiles:

- Ministry Preferences of Enquirer
- Ministry Preferences of Spouse (if married)
- Regions of the World
- Languages other than English
- Time Commitment

You can only view Enquirers who have expressly given permission for agencies to view their data.

Although Enquirers are encouraged to directly contact Agencies with whom they have high matches, Agencies are also encouraged to directly follow up Enquirers who match with their profiles.

4.1. List of Enquirers as in Reminder Email

This list enables you to see all new enquirer profiles recently entered, similar to the list enclosed in the bi-monthly reminder email sent out by the SWN office, but it also incorporates the % match with your agency, and the Match List assigned to the enquirer. (default is *New Listings* – see **Sec 4.6**).

Agency Main Menu
Search for Enquirers by Date Entered/Updated

Use this utility to find a list of enquirer profiles ordered by Date Entered/Updated
Search utility for Test Agency

Order by: By Entered/Updated By Last Name

To return to previous page

Return to the [Agency Account Options](#) page.

Any profiles that have not yet been updated for matching will show with a NIL % match value. By clicking on a name you can view the enquirer’s full profile. It’s a quick way to view your matches.

Menu
Search for Enquirers by Date Entered/Updated

Click on the name to view the enquirer profile.

Names	MatchRate MatchList	Updated <i>Orig Entered</i>	Occupation(s)	Qualifications
Dianne Koch	60% New Listing	2010-03-12 <i>2009-10-10</i>	Reg Nurse	Reg Nurse, midwife, Masters Public Health, ESL teacher
Wendy Morris	0% New Listing	2010-03-04 <i>2009-05-24</i>	Fulltime Student - Tabor Adelaide	BSc(Geog), MRRP(Planning)
Jann & Geoffrey Eyles	60% New Listing	2010-03-02 <i>2008-03-15</i>	English second language teacher Primary School Chaplain, Qld, Australia	BArts Asian Studies, Post Grad.TESOL Adv.Dip.Christian Ministry, ACOM; Ecum. Hospital Chaplaincy, Trinity Theological College, Brisbane
Domenic & Margaret Rigano	60% New Listing	2010-03-01 <i>2009-11-08</i>	Farmer homemaker	N/A
Chris Bratby	40% New Listing	2010-02-26 <i>2007-05-06</i>	Consulting Structural Engineer	BE(Civil)
Teresa Moir	60% New Listing	2010-02-26 <i>2008-10-12</i>	ypist/customer service	N/A

See Sec 4.3 (Run Matching Program) over page for how to update the Matching % if it is not displayed.

4.2. Viewing Matches in Detail

(Link located at top of Main Menu screen)

When you select **View Your Enquirer Matches**, the screen displays a list of all Enquirers matching your profile criteria, sorted according to Match Rate initially. The percentages are based on the 5 criteria above. You can also choose **Alternative Lists**.

NEW FEATURE: You can now also **SORT** by Match Rate, Profile Age, or State.

Depending on the Match Filters chosen (Sec 4.5), some of these columns may not display. (eg If you close “Exclude Profiles with Divorce”, the “Divorce” column will not display nor will Profiles with Divorces)

Enquirers with choices that fit your criteria:
 Choose List and Display Order (**Match Rate, Profile Age or State**) from pull-down lists below

View List: New Listings Match Rate View Selected List

Manage List Names & Profile Age Review/Change Match Filter Settings

Select	List: New Listings Name	Match Rate	Ministry Prefs	Spouse Prefs	Time Period	Regions	Languages (Not English)	Australia State	Australia Only	Financial Status	Paid Only	Divorce Status	Days since Entry/Update	Note
<input type="checkbox"/>	Kelly, Julie	80	Y	Y	Y	Y	N	QLD		4			65	
<input type="checkbox"/>	Sibrava, Alan	60	N	Y	Y	N	Y	NSW		4		D	63	
<input type="checkbox"/>	Welsh, Trevor	60	Y	Y	N	Y	N	NSW		4			88	
<input type="checkbox"/>	Palasrphine, Riitta	40	Y		N	N	N	ACT		5		D	57	
<input type="checkbox"/>	Waringa, Colleen	40	N	N	Y	Y	N	SA		5			89	

Move selected to: New Listings Move

Financial Status code: 0=In debt;1=Paid positions only; 2=Need full funding plus retirement funds; 3=Need full funding; 4=Partially Self-supported; 5=Fully Self-supported
 Divorce History Code: D=Primary Person; S=Spouse Been Divorced; B=Both Been Divorced.
 Note, as requested:
 Matches at and below 20 percent are not shown.
 Matches for profiles updated more than 90 days ago are not shown.

Review/Change Filter Settings

Choose List & Sorting order, then press View Selected List

Manage List Names & Profile Age
See Section 4.4 below

Review Filter Settings
See Section 3.4 below on Enter/Edit Match Filters.

Enquirer name link
Click on a name to display the Enquirer’s full profile.


Manage your matches – move selected profiles to the Match list of your choice (see Sec 4.3 next page)

4.3. Run Matching Program

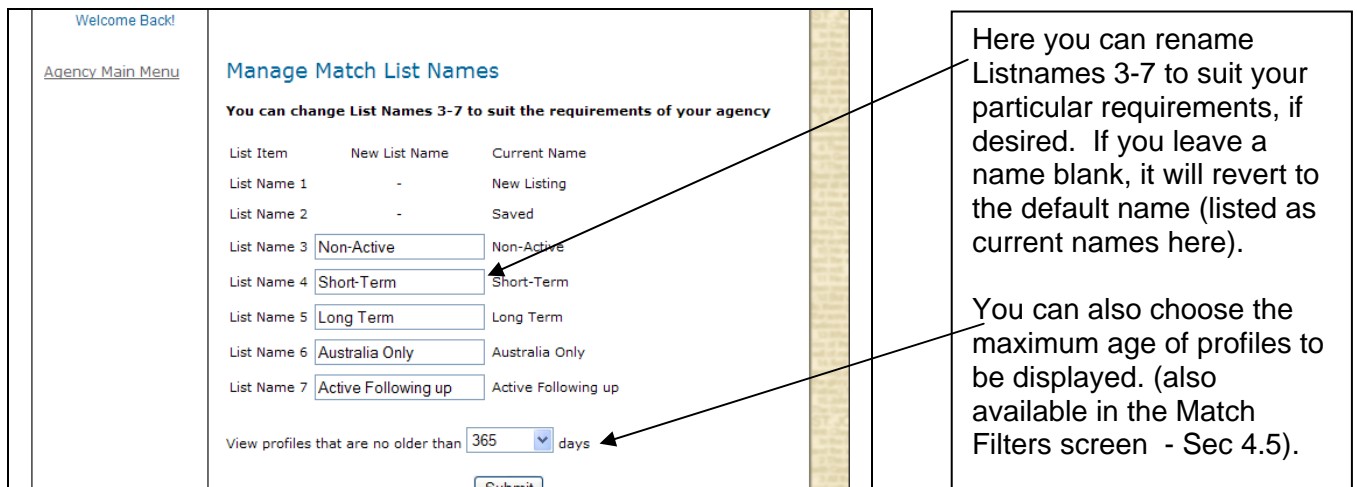
If any new Enquirers have registered or updated a profile since you last logged on, an additional option will display – **“Run Matching Program (n Enquirers are Unmatched)”**. Select this option, and your list of Enquirers will be automatically updated. If you have altered your profile, you will also see a separate command – “The ministry profile has been revised. After completing all adjustments **.Re-Run Matching Program to revise inquirer matching percentages.**

When you view an enquirer’s profile, (by clicking on a specific name) you will see the same option to file their profile under a specific listname, at the bottom of the page. This enables you to view a profile, re-classify it if desired, without first returning to the main match-list. However, you will need to refresh your screen to see the changes effected.

You can also rename most of the Listnames to suit your particular requirements if desired. Click on the **Manage List Names & Profile Age** link and you will be taken to a new page where you can rename these lists and also select the maximum age of the profiles you wish to be displayed. (see 4.4 below)

Click the “pen” symbol  to display a **NOTES** screen where you can record you own information about the Enquirer. No one else can see this Notes screen, which is exclusive to your agency.

4.6. Manage Listnames and Age of Profiles



Here you can rename Listnames 3-7 to suit your particular requirements, if desired. If you leave a name blank, it will revert to the default name (listed as current names here).

You can also choose the maximum age of profiles to be displayed. (also available in the Match Filters screen - Sec 4.5).

4.7. Match Filters

You can set up match filters additional to the 5 criteria used in the profile, to suit your agency’s particular needs.

Additional options available are to filter out those Enquirers:

- Not living in Australia
- Not willing to serve outside Australia
- With a history of divorce
- Only seeking paid positions
- Whose profiles are older than the specified no of days.
- Who have a match rating below your specified minimum match rating.

You can apply the Match rate filter to all match lists or just new listings

Select **Enter/Edit Match Filters** on the Agency Main Menu Page.

[Welcome Back!](#)

[Agency Main Menu](#)

Enquirer Match Filter Options

You may select the option to have names deleted from your match listings that

1. are from outside Australia and/or
2. indicate they will serve only in Australia (that is - Are not willing to serve overseas)
3. have been divorced (either husband or wife, if a couple,.)
4. have a match rate percentage below your specified level.
5. specify they will only consider paid positions.
6. hide those that have not entered/updated their profile within a specified period.

Ministry Name	Abbrev	Key Contact
Test Agency	TEST	Lindsay test
Email:		
lindsay@secondwind.net.au		

If this is not the name of your mission agency... please [contact the Second Wind Network](#) office.

Current choices:

Filter those not living in Australia?	No
Filter those not willing to serve outside Australia?	No
Filter those with a history of divorce?	No
Filter those only seeking paid positions?	No

5. Additional Search Features

There are several search utilities on the Main Menu page, in the **Search the Database** section:

1. Search for Enquirers by Name or State.
2. Supersearch for Enquirers eg by Age, Marital status, Time commitment, etc.
3. Other Searches based on Qualifications, Occupation, Ministry Preferences or Update date.

The searches are completely independent of the criteria in your profile.

5.1. Search for Enquirers by Name or State

Follow the instructions of the screen to locate specific individuals or a full list of all Enquirers. By clicking on an individual name in the list, you will display their complete profile.

agency action

Search for Enquirers by Name with matches

Use this utility to find an enquirer profile if the first or last name is already known. Enter first OR last name fragment in Enquirer Name box.

To display all names, leave Enquirer Name box blank

Search utility for Test Agency

Enquirer Name:

Order by: By Last Name By State

To return to previous page

Return to the [Agency Account Options](#) page.

The lists can be sorted by Name order or State order. The list will also display the %match with your agency and the Listname under which you have filed the profile.

5.2. Advanced Searches for Enquirers by Qualifications , Occupation, etc

This feature has 4 specific search options:

- Qualifications
- Occupation
- Ministry preferences
- Date of last entry or update

Click on the search of your choice. Then select any additional filters you wish to apply. Click on **Find**.

Note:

As Enquirers enter their qualifications and occupation in “free text” fields, the software searches on fragments of the relevant qualifications or occupations to find all Enquirers or Spouses that match these choices. Because it is difficult to predict what words Enquirers will specifically use, at times the search results may pick up additional Enquirers not matching the desired search result.

On the next screen select the particular Occupation, (or Qualification or Ministry Preferences) you want to find, and any additional filters. For Occupation and Qualification searches, you can select only one option, but for Ministry Preferences you may select up to 3 options.

Then press **Display Enquirers** button at bottom of page.

The search results will display a list of names meeting these criteria. By clicking on a name, the Enquirer’s full profile will be displayed, with an email link for quick contact.

5.3. Supersearches

This function allows you to search on a wider variety of criteria. You can select any or all of the following:-

- Bible training
- State
- Citizenship
- Age
- Marital Status
- Funding Status
- Process stage
- Time Commitment
- World Region
- Years when Available
- Ministry Preferences

Select your desired criteria, then select the **Search** button, at the bottom of the page.

The search results will display a list of names meeting these criteria. By clicking on a name, the Enquirer’s full profile will be displayed, with an email link for quick contact.

agency action

Super Search for Enquirers

This utility identifies enquirer profiles according to their stated preferences.

Training:

Include in this search people that claim some Bible training:

Have formal Bible training
 Have equivalent to 1 year Bible school training

From Australian State:

Include in this search people that live in the following state:

Optional: Further filter by

-- Select One --

Citizenship:

No Australia citizenship filter
 Is an Australian citizen
 If Married, both Australian Citizens

Notes:

If there are particular searches you will use frequently, you may save these selection criteria as Named Searches.

These will display as a list at the top of this page.

Select the saved search you want, click **Use Selected Search**, and the search criteria will be populated with your saved criteria. Add additional criteria if desired, then select the **Search** button, at the bottom of the page.

6. Top Needs Section

Partner agencies can enter up to 5 Top Needs for personnel or opportunities, either as generic positions or specific positions.

Selecting **Enter/Edit Top Needs** will display this initial screen.

The screenshot shows the 'agency action' interface. On the left is a sidebar with the 'Second Wind Network' logo and links for 'Welcome Back!' and 'Agency Main Menu'. The main content area is titled 'agency action' and 'Top Five Personnel Needs'. It contains introductory text, a table of contact information, a table of existing needs, and buttons for 'Enter/Edit/Delete a Top Need' and 'Clear Selection'.

Organization:	Test Agency
Contact Person (Default):	Lindsay test
Email Address (Default):	lindsay@secondwind.net.au
Contact Phone (Default):	07 38436610
Organisational Web Address:	http://test.com.au
Vacancies Web Address:	http://test2.com.au

Del	Edit	Item#	Job Title	Region	Date Entered	Exp*
<input type="radio"/>	<input type="radio"/>	1	test	No Preference - Any Region	2011-11-11	113

The Contact Information is pre-filled from your profile, but can be edited in the next screen for each position if desired. Each position is displayed for 6 months, after which it will automatically expire. Check this list regularly, and if you want to renew a position, just open it in the edit screen and save it again. If a position has expired, the Exp* column data will be in **red print** to alert you.

The screenshot shows the 'Second Wind Network Key Contact Data' and 'Below list or edit one of your top five personnel requirements:'. The form includes fields for contact information, job title, region, country, state, time commitment, support type, and a description.

Second Wind Network Key Contact Data:

Contact Person: Lindsay Fell
 Email Address: info@secondwind.net.au
 Contact Phone: 07 38436610
 Web Address: http://www.secondwind.net.au

Below list or edit one of your top five personnel requirements:
 (Use proper capitalization and punctuation for a professional appearance.)

Need Number: 3 (3 of a maximum of 5)

Contact Name: Lindsay Fell (Optional)

Email Address: info@secondwind.net.au (Contact info)

Contact Phone: 07 38436610 (can be edited)

Web Address: http://www.secondwind.net.au
 (The web address can direct inquirer to a specific page relevant to the opportunity.)

Job Title: Public Relations Coordi

Region of World: Australia

Country: Australia

If Au, Select State: Queensland

Approx Time Commitment: -- Must Select One --

Support Type: Raise/provide support

General Category: SUPPORT ROLE

Description: (brief and compelling) Please check spelling and punctuation.
 SWN needs a volunteer Public Relations

The labels “Regions of the World” & “General Category” are links to HELP pages which describe in more detail what countries or job types these relate to.

Ensure that the **Brief Description** is succinct but compelling so that, together with the other fields, it will provide sufficient information for an Enquirer.

After entering the information, a review screen will be displayed for you to check your entry before finally accepting it.

Agency Main Menu	<h3>Top Five Personnel Needs</h3> <p>The following information is now proposed for top need ID = 3 One more click is needed below to accept the "top needs" entry or edit.</p> <p>Organization Key Contact Data (for this need): Organization: Second Wind Network Contact Person: Lindsay Fell Email Address: info@secondwind.net.au Contact Phone: 07 38436610 Contact State: QLD Web Address: http://www.secondwind.net.au</p> <p>Below is information entered for one of your top five personnel requirements:</p> <p>Job Title: Public Relations Coordinator Region of World: Australia Country: Australia If Australia, Select State: QLD Approx Initial Time Commitment: Part time (locally in Australia) Position Support Type: Raise/provide support General Category: SUPPORT ROLE</p> <p>Description: SWN needs a volunteer Public Relations Coordinator to coordinate promotion of the Network and its services through Christian publications, denominational and mission agency magazines, radio, and other appropriate means. The aim is to publicise the network nationally to encourage</p> <p>"Accept" if the information is correct. If not, click the back button to edit. (You can always return and edit or delete this item at any time.)</p> <p style="text-align: center;"><input type="button" value="Accept"/></p> <p style="text-align: center;">Click here to start over. No data will be saved.</p>
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Go to [Opportunities / Top Needs](#) to see how the list of Opportunities is displayed in various formats. All web viewers can access this section, without first entering a profile. They can then send you an Enquiry email, relating to the specific position advertised.

7. Email Enquiries Generated From The Enquirer's Profile

If an enquirer sends a pre-formatted email enquiry it will contain a link to their profile. Following is an example of what you will see in the email message:

To view a summary profile for A & B Cxxx click on the link below or enter the link into a new browser window.
<http://www.secondwind.net.au/user/profile.php?Code=4f9fecabbd77fba02d2497f880f44e6f>

By clicking on the link, you will be able to view the Enquirer's profile immediately, without having to first log in.



Second Wind Network *Enquire... Explore... Engage...*

Second Wind Mission Matching close window

Process Stage: I am in the [Beginning](#) stage of this journey.
 First Entered: 2011-02-01
 Last updated: 2011-07-05

Enquirer: Testy Test
 Born in: Jul 1947
 Qualifications: BBus
 Occupation: retired
 Citizen/Perm Res: Yes

Bible Training:
 Formal No
 Informal Yes
 (Equiv 1 Yr Bible Coll)

Email: lindsay@secondwind.net.au

Address: 66 Cadogan St
 Carindale, QLD 4152 Australia

Day Phone: 0738436610
Best time to call: Working hours

Family Status:

Marital status:	Single	Children Total:	0
Available Short-Term:	2011	Dependents at home:	0
Available Long Term:	2011	elsewhere:	0
		Independent children:	0

Ministry Preferences:
 MINISTRY IN AUSTRALIA - Indigenous/Aboriginal

This email message can be forwarded to others in your organisation and the link will remain active.

Alternatively you can forward the whole profile.

Open the profile in your browser.

Select: File, Send, Page by email (IE) or Send Link (Firefox).

The profile or weblink will then be incorporated in the body of your email message.

Note: This does not happen for enquiries generated from the Top Needs section, as there is no link from this to an Enquirer's profile. Enquirers do not have to first enter a profile to access the Top Needs section.

8. Other Information

If too much time elapses after login without any activity, the session will time out, and you will have to log back on again before performing any other functions.

Each partner agency is normally set to be active until 30 June the following year. This expiry date will be reset administratively by SWN upon renewal of partnership for a new year.

Please give us feedback. We welcome all feedback both on contents and on processes. We are particularly interested to know if there are any other Ministry Opportunities, Languages, Time Periods or World Regions, and are planning to adjust it according to agency feedback.

Contact Details

Email: admin@secondwind.net.au

Phone: (07) 38436610 or 0409 498 449

Skype: second_wind_network