

Liberia Mission Director
Job Posting
Liberia Mission, Inc.
www.missionhonduras.com

Description:

Liberia Mission, Inc. / Mission Honduras International is seeking a highly motivated, creative, caring, organized and energetic individual* to serve as the Director of Liberia Mission in Liberia, West Africa.

Liberia Mission, Inc. is a Catholic mission, including a school and boarding homes, located in Blacktom Town, Liberia. Liberia Mission is operated and funded by the U.S. based nonprofit Mission Honduras International. Liberia Mission is a community of love, learning, work and prayer. LMI works with poor and orphaned children - survivors of Liberia's recent civil war – creating an environment where the children learn to become future leaders in their families, communities, and country. Liberia Mission includes homes for boys and girls, St. Anthony of Padua School (grades K-8), and St. Michael Catholic Church. There are currently over 120 children who live in the mission's boarding homes, and an additional 220 children who attend the school.

Job purpose:

To oversee all of Liberia Mission's operations and programs. To maintain existing programs and develop and coordinate new projects in collaboration with Liberian and US based staff, volunteers, and contractors. To ensure the integrity and sustainability of Liberia Mission in every aspect.

Reports to: Mission Honduras International Board of Directors

Supervises: Program Coordinators, Volunteers, Liberia Mission Staff and Administrators

Key Responsibilities:

1. Oversee all day-to-day operations of Liberia Mission, including the Boys and Girls Homes, the Church and School;
2. Manage all finances for the Mission, including: grant requests and reporting, banking, and ensuring timely payment for all day-to-day operations. Set and track yearly and monthly budgets for mission operations and new projects;
3. Hire, train and supervise Liberia Mission staff;
4. Conduct outreach to communities to recruit new students;
5. Oversee LMI admissions process and school admissions process at St. Anthony of Padua School;
6. Work with the local Catholic Church and other NGOs to fulfill the LMI mission and identify new collaborative opportunities;
7. Identify and respond to emerging opportunities and/or needs at the Mission;
8. Work closely with the MHI Board of Directors, staff and volunteers to anticipate LMI needs, address any issues, develop successful fundraising strategies and communications and coordinate the sponsorship program;
9. Coordinate with MHI and US based volunteers to host medical missions and other missionary groups;

10. Work with members of the LMI team to create new opportunities and programs that support the mission of helping children grown into the leaders of a peaceful and productive Liberia of tomorrow.

Key Competencies/Qualifications:

- A minimum education of undergraduate degree in Education, Social Sciences, Business Administration, or other relevant field;
- International experience / experience working and living overseas;
- Ability to work independently with minimal supervision and with a proactive attitude;
- Excellent management skills;
- Excellent demonstrated computer skills;
- Proven high level of organizational and analytical skills;
- Good team player and ability to develop a sound working relationship with colleagues of different cultural and professional backgrounds;
- Fluent in English and able to communicate clearly both verbally and in writing.

Additional Qualifications Required:

- Must be a practicing Catholic
- Experience living/working in a mission overseas
- Desire and ability to live and work under difficult physical conditions and persistent heat

Desired Qualifications:

- Experience working with children and youth, especially at-risk youth and/or those who have experienced trauma or who have other special needs
- Experience managing teams of people from different cultural backgrounds
- Experience living/ traveling in Africa for an extended period of time
- Experience using QuickBooks or other demonstrated proficiency in accounting/financial practices

Start Date:

Spring 2010 (April preferred; exact date negotiable)

Length of Position:

Minimum time commitment of 15 months (until Summer 2011). Candidates wishing to serve two years or longer are strongly encouraged to apply.

Compensation:

MHI will pay for the director's: travel expenses to and from Liberia and within Liberia for mission-related travel; CDC recommended vaccinations; visa expenses; room and board and health care while in Liberia. The director will also receive a monthly personal stipend **or** a relocation stipend upon a successful completion of service. (Complete compensation package will be negotiated with the MHI Board of Directors).

How to Apply:

If you feel the call to serve at Liberia Mission, Inc and feel that you have the required skills and competencies for the position, please send your resume and a cover letter to Monica Desmond at mdesmond@missionhonduras.com no later than **December 15, 2009**. Please no phone calls. If you have questions regarding the position, please email Monica Desmond at the above address.

* **Co-directorship:** For candidates interested in a co-directorship, for example married couples, friends/colleagues, etc, please indicate this in your cover letter and submit resumes together.

For more information about Mission Honduras International / Liberia Mission, Inc please visit: www.missionhonduras.com. Mission Honduras International / Liberia Mission, Inc is an Equal Opportunity Employer.