

Liberia Mission Program Coordinator

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(s) to serve as Program Coordinator for 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 coordinate Liberia Mission's programs, including programs for the education and wellbeing of the children and programs that connect U.S. based supporters with Liberia Mission. To maintain existing programs and develop and coordinate new projects in collaboration with the Liberia Mission Director, Liberian and US based staff, volunteers, and contractors. To ensure the integrity and sustainability of Liberia Mission through effective programs.

Reports to: Liberia Mission Director, Mission Honduras International Board of Directors

Supervises: Volunteers, Liberia Mission Staff (as determined by project).

Key Responsibilities:

1. Plan and coordinate programs for the children of Liberia Mission. Programs may be educational, recreational, therapeutic or spiritual;
2. Oversee Liberia-based component of the Sponsorship Program, coordinating with Liberia Mission, St. Anthony of Padua School and Mission Honduras International staff and volunteers to ensure the success and timeliness of the Sponsorship Program;
3. Serve as a leader and mentor to the children of Liberia Mission and participate in day-to-day activities of the mission, as appropriate;
4. Conduct outreach with the LMI team to communities to recruit new students;
5. In collaboration with the Director, work with the local Catholic Church and other NGOs to fulfill the LMI mission and identify new collaborative opportunities;
6. Coordinate Liberia-based component of the Pen-Pal Program with U.S. based MHI staff;
7. Work closely with the Director to develop communication materials such as letters, stories and photographs to support the fundraising, sponsorship and volunteer programs;

8. Assist Director in coordinating with MHI and US based volunteers to host medical missions and other missionary groups and volunteers;
9. 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 a high school degree. Undergraduate degree in Education, Social Sciences, Business Administration, or other relevant field preferred;
- International experience / experience working and living overseas;
- Ability to work independently with minimal supervision and with a proactive attitude;
- Excellent project management skills;
- Excellent 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
- Leadership experience working with teams of people from different cultural backgrounds
- Experience using QuickBooks or other demonstrated proficiency in accounting/financial practices

Start Date:

Spring 2010 (April - May preferred; exact date negotiable)

Length of Position:

Minimum commitment of 6 months. A commitment of 12 -15 months (until Summer 2011) is preferred. Candidates wishing to serve longer are strongly encouraged to apply.

Compensation:

MHI will assist the Program Coordinator in conducting their own fundraising effort to support their travel expenses to Liberia. MHI will cover the Program Coordinator's room and board and health care while in Liberia, as well as any mission-related travel within Liberia.

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 31, 2009**. Please no phone calls. If you have questions regarding the position, please email Monica Desmond at the above address.

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.