

## HELP International Country Director Fellowship

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### Position Description

Country Directors direct teams of volunteer participants and facilitate development projects with partners that will improve societies at a grass roots level while creating sustainable change in the community. Two Country Directors are chosen for each team. Country Directors coordinate all in-country projects and build partnerships with international NGOs. Country Directors must commit to one year, including four months working internationally from late April to late August. Country Directors are HELP's primary point of contact in-country and responsible for maintaining international partner relations.

### Responsibilities

#### *Pre-departure (December – April)*

- Collaborate with partner Country Director as well as Country Directors from previous year
- Attend all scheduled Country Director trainings
- Conduct team meetings prior to departure to provide support and additional training to volunteer participants
- Assist in volunteer participant recruitment and fundraising for team project funds

#### *In-Country (April – August)*

- Report on all efforts beginning upon arrival in-country (April)
- Evaluate past completed projects and determine future projects
- Create and maintain a positive working relationship with partner organizationsHelp craft project proposals with volunteer participants; if necessary, communicate with office staff on proposal process
- Facilitate in country trainings
- Plan meetings as needed to keep team abreast of progress (at least weekly)
- Delegate tasks and authority so that volunteer participants are in-charge of projects and other responsibilities
- Maintain team dynamics and productive work atmosphere
- Pay bills, track expenditures, keep receipts, reconcile finances with office

### *Post-experience (August – December)*

- Maintain consistent communication with in-country partners post experience
- Write a comprehensive Year-end Report including all contact information, financial reports, evaluation of the strengths and weakness of the program, and suggestions for your country (this process will begin before you leave the country)
- Assist with Annual Alumni Reunion in September
- Collaborate with incoming country directors, provide all materials and introduce them to in-country partners
- Assist in 2013 Country Director trainings upon assignment

### Qualifications

- International experience and understanding of international development
- Language fluency
  - Spanish: Peru, El Salvador
  - Thai: Thailand
- Basic computer literacy (Microsoft Office)
- Excellent organizational skills
- Flexible, adaptable, self-motivated, and teachable
- Leadership experience, including direct supervision and project management
- Ability to communicate appropriately with volunteer participants, in-country clients, international NGOs, HELP office, and donors
- Public speaking and presentation skills
- Completion or current enrollment in a graduate program or equivalent program (preferred)
- Language fluency or experience helpful (preferred)
  - Spanish: Belize
  - Swahili: Tanzania
  - Fijian: Fiji