

<b>Job title</b>	<b><i>Mission Team Assistant</i></b>
<b>Reports to</b>	<i>Mission Team Coordinator/Volunteer Coordinator</i>

### **Job purpose**

Provides support to the mission team program at the Volunteer House, in the field, and with minor administrative duties. Duties may include interpreting English and Spanish, frequent travel to the capital city of Honduras as well as remote communities of Olancho, acting as an ambassador for both mission teams and the communities they serve.

### **Qualifications**

- Proficiency in speaking, understanding, reading, and writing in Spanish and English
- Associates Degree
- On the job training required

### **Duties and responsibilities**

#### **April-May**

1. Complete rotating volunteer placements at schools, water projects, and main office.
2. Learn about the Foundation's various programs and the impact of each.
3. Shadow and assist mission team coordinator when teams are present.

#### **June-August**

1. Travel to Tegucigalpa to welcome mission teams when they arrive at the airport and accompany them on the bus to Juticalpa.
2. Speak in front of mission team groups to effectively communicate logistics, brand messaging, and other important information.
3. Accompany mission teams to work sites.
4. Act as an interpreter, problem solver, and ambassador from the Foundation.
5. Answer questions about the Foundation's programs and impact.
6. Live in the Mission Team House 5 nights per week to address problems that might arise 24/7.
7. Assist Mission Team Coordinator with administrative tasks as requested.

### **Personal Skills**

- Being flexible and proactive.
- Being enthusiastic and friendly.
- Having good verbal communication skills.
- Being able to interact with people from different backgrounds.
- Having multiple language skills: English and Spanish
- Being able to work with a team.
- Ability to solve unforeseen situations and work under pressure.
- Ability to work along with the Mission Team Coordinator to resolve situations quickly and effectively.
- Discretion with sensitive information.
- Willingness to work long hours when necessary to accommodate the high volume mission team season from June-mid August.

*Apply here: [olanchoaid.org/ways-to-help/service-abroad/](http://olanchoaid.org/ways-to-help/service-abroad/)*