



Job Title:	<i>Volunteer Coordinator & Social Media Lead</i>
Location:	Juticalpa, Olancho, Honduras
Anticipated Start Date:	August – September 2019

Organizational Background

The Olancho Aid Foundation is a Catholic non-profit that seeks to provide quality education and clean drinking water to the Olancho community in Honduras. The volunteer program helps the Foundation to accomplish these goals by offering expertise in various fields as well as native English speakers to serve in the schools.

Job purpose

Oversee the Olancho Aid Foundation (OAF) Volunteer Program by recruiting, training, and supporting, a diverse group of individuals who volunteer to forward the educational and ecological mission of the Foundation. This candidate will also be responsible for the social media platforms of the Foundation. This position is located in the management offices in Juticalpa, Olancho, Honduras.

Qualifications

- Bachelor's degree required. Graduate training preferred.
- Proficiency in speaking, understanding, reading, and writing in Spanish and English.
- Experience as a volunteer or employee outside of home country, or experience as a volunteer in an intentional community in home country with international travel experience.
- Experience managing or leading 5 or more North-American employees or volunteers.
- Ability to identify and complete training in response to program needs.
- Ability to create reports and track data to support strategic decision making and financial decisions.
- Proficiency in Microsoft Office, Google Docs, and Major Social Media Platforms.
- Able to commit to a one-year engagement.
- Experience in Central America preferred.

Duties and responsibilities

- Direct volunteer recruitment including but not limited to:
 - Posting or updating posts on recruitment websites.
 - Collaborating with all program managers and executive director to create job descriptions for new volunteer roles.
 - Scheduling university visits for US-based OAF contacts.
 - Receiving, reviewing, and responding to volunteer applications in a timely manner.
 - Conducting interviews.



- Collaborating and scheduling interviews with appropriate OAF employees during each candidate's interview process.
- Collaborate with school leadership, program managers, and executive director to determine appropriate placement of candidates.
- Coordinating volunteer travel from United States to Honduras.
- Enhance and give structure to the volunteer community through:
 - Scheduling and organizing activities, events, in-country group travel, etc.
 - Facilitating communication between volunteers and support staff.
 - Mediating conflicts.
- Social Media Lead
 - Collaborating with Director of Advancement to update OAF website and social media pages to ensure consistent, timely content and messaging.
 - Assist the Director of Advancement in fundraising and grant-writing efforts.
- Assist managers in translating both verbal and written communications.
- Assist Foundation employees in other tasks as requested.

Personal Skills

- Passionate about the volunteer experience and social justice.
- Flexible, proactive, self-driven.
- Enthusiastic, detail-oriented, well organized individual with ability to multitask.
- Excellent verbal and written communication skills.
- Ability to interact with people from different backgrounds and appreciate cultural and regional differences.
- Exhibits discretion with sensitive and confidential information.
- Candidates must be willing to live in accordance with Christian values during their time in this position and serve as a positive representative of the Catholic Diocese of Juticalpa.

Compensation and Benefits

The Volunteer Coordinator will be provided with housing. Stipend is 10,000L per month, roughly \$400. Due to the low cost of living in Honduras, this amount can cover food, utilities, personal care items, and modest travel. Other benefits include travel medical insurance, one round trip flight to and from Honduras. Vacation time during the Christmas holiday and Holy Week is paid.

Interested candidates should send a cover letter and resume to Jessica at jsantavy@olanchoaid.org.