



Major Donor Logistics Coordinator

Stipend: Q3,150 (about USD \$400/month)

Time Commitment: 15 months with the possibility of extension or transfer to other jobs within HFH Guatemala

Job Description: The successful applicant will coordinate the in-country activities of HFH Guatemala's international Global Village volunteer teams before the team arrives in country, and will accompany and coordinate the in-country activities of these teams while the team is in country. Operating out of the Resource Development department, the MDLC works specifically with those international volunteer teams with major donors.

The assignment will be approximately 60% field work and 40% office work. The successful candidate should expect to work with as many as 20 teams in a year.

Responsibilities include, but are not limited to:

- Organize all in-country logistics for international Global Village volunteer teams prior to their arrival and perform proper team close out
 - Collect all relevant information from team and team leader prior to team's arrival
 - Use this information to properly plan an excellent build experience for the team
 - Create an accurate budget for team and solicit initial payments to be made in a timely fashion
 - Distribute all relevant information to team and team leader so that their expectations are properly managed before arrival
 - Constantly confirm with team leader that he/she has completed all necessary aspects of being a team leader (has first aid kit, has passed relevant info on to the team, has enough Spanish speakers on the team, etc.)
 - Make all hotel and transport reservations and reconfirm them prior to the teams arrival
 - Coordinate with the local affiliates to make sure that an adequate family and build experience will be available
 - Read and answer all email correspondence in a timely fashion.
 - Update all calendars and shared documents accurately and in a timely fashion
 - Collect close out information and do a proper close out of team, processing evaluations and entering data into the database
 - Check budget and solicit final transfers to our providers
- Lead groups of international volunteers to various parts of Guatemala, serving as their guide and translator from the moment they arrive at the airport and making sure their trip is perfect and their experience amazing
 - Give each team an orientation speech, describing the work Habitat does in Guatemala, our programs, etc.
 - Direct the team on the work site, serving as the translator for and liason between the mason and the team, as well as the family and the team
 - Interview partner families on the worksite and take photos of the volunteers building
 - Be responsible for all team members, answering all of their questions while they are in country and responding to any emergencies, taking sick or injured team members to the hospital, and translating in such situations



- Identify possible donation opportunities, pass these on to Resource Development staff, and if team members make any donations (cash or in-kind) during the trip, register those donations
- Meticulously and accurately complete necessary paperwork regarding your teams
 - Team close outs
 - Thank you letters and emails
 - Data entry
- Support other staff members when necessary
- Help with large teams or events
- Translate as needed
- Visit hotels or tourist sites and rate them to help us add to our work areas and cultural activities
- Occasionally visit families, interviewing them and taking their photos for follow up reports

Requirements

- Advanced Spanish and English fluency. You must be comfortable translating in either direction between families, masons, doctors, providers, Habitat staff, and team members, possibly in emergency situations. You must be able to easily understand and be understood via email, in person, and on the phone.
- Willingness to spend extended periods of time in the field working with volunteer teams. Period can last up to 6 weeks without an opportunity to return home during that period.
- Excellent verbal communication and people skills and a desire to work with all types of people of all types of religious beliefs, ethnicities, ages, and politics
- Ability to confidently and calmly lead and manage both large and small groups in the field, managing schedule changes and emergency situations
- Patience and a desire to serve
- Physical ability to build on Habitat worksites with groups
- Willingness to travel extensively within Guatemala using all forms of public transportation
- Willingness to adapt to a flexible schedule, including weekends and evenings when teams are in country
- Strong command of Microsoft office, especially Word, Excel, Powerpoint and Publisher
- Attention to detail in collecting evaluations and contact info from team members and reporting this information upon return to the office
- Willingness to live in Quetzaltenango, Guatemala
- Commitment of at least 15 months

Preferred Experience

- Extensive knowledge of Excel and making budgets
- Experience in event or trip planning
- Experience living in developing countries, especially where Spanish is spoken
- Experience leading groups
- Service experience

Additional Information

Organization Description:

Habitat for Humanity Guatemala has been providing Guatemalan families in need with safe, decent housing since 1979. Building between 2500 and 3000 housing solutions a year, we are Habitat for Humanity's largest affiliate, to-date having built over 34,000 housing solutions across Guatemala. We operate according to Christian principles, but accept and appreciate volunteers, staff, and families of all faiths or no faith at all.



Volunteer mobilization is critical to HFH Guatemala's work. Local and international volunteers play an important role in HFHG's success by both helping us build homes and filling certain staff positions. Each year we receive around 1500 international volunteers who come to Guatemala through Habitat for Humanity's Global Village volunteer program to help our partner families build their homes. We are able to host these Global Village volunteers thanks to many longer-term volunteers who work with us for terms of one to two years. Excellent management of all of our volunteers, both long-term and short, is key to our organizational growth. All our volunteers serve as ambassadors for our program and mission, showing others HFH Guatemala's work and the effect it has on thousands of families in Guatemala.

Expenses:

Visa

HFH Guatemala only provides work permits to full employees. As such volunteers are responsible for making sure their visa status is up-to-date. Three-month visas are granted to most nationalities upon entry in Guatemala and must be renewed every three months. Please consult the Guatemala Embassy in your country for complete information on visa and entry/exit requirements.

Travel Insurance

Within 30 days of departure, volunteers should confirm their purchase of travel insurance. HFH Guatemala is not responsible for any illnesses or injuries acquired in Guatemala, and foreign visitors to Guatemala are not eligible for Guatemalan health insurance. (Some of our volunteers are currently using *Medex*). Depending on the plan (which should include emergency evacuation from the country) selected and age of volunteer, a price estimate is provided.

Please visit the MedEx Web site to verify details <http://www.medexassist.com/>

Transport to/from Guatemala

Applicants not already residing in Guatemala must purchase their own airfare to and from Guatemala. Prices vary greatly.

Estimated Monthly Expenses (USD) Housing/utilities: \$150 - \$200 Food: \$100 Other personal expenses: \$100

*All work-related expenses incurred while traveling in the field (buses, taxis, food, lodging) are covered by HFH Guatemala

Estimated monthly total: \$350 - \$400