



# Hope for Haiti®

## Sustainable Communities Program Officer

### Job Description

<b>Position Title:</b>	Sustainable Communities Program Officer					
<b>Revised Date:</b>	August 23, 2016			<b>Start Date:</b>	October 1 <sup>st</sup> , 2016	
<b>Status:</b>	X	Full Time		Part Time		Contract
<b>Reports to:</b>	Country Director					

**Mission Statement:** To improve the quality of life for the Haitian people, particularly children, through education, nutrition, and healthcare.

**Brief Organizational Summary:** Hope for Haiti is an innovative and creative international development organization that has been working in Haiti for 27 years. The organization partners with private donors to create community-based sustainable change through a grassroots and strategic holistic approach. Hope for Haiti is an action-oriented and fast-paced organization that believes in partnership solutions to poverty alleviation. Hope for Haiti's vision for the future is one of strategic growth in creating healthy, sustainable communities. Hope for Haiti has a distinguished and well-established Board of Directors that provides the organization with strong governance, oversight, and strategic direction. Building upon the organization's proven track record of success, Hope for Haiti stays true to its mission and founding principles, while offering a dynamic and supportive work environment. For more information about Hope for Haiti, please visit [www.hopeforhaiti.com](http://www.hopeforhaiti.com).

**Fondasyon Kuehner:** Hope for Haiti is a US non-profit charitable 501c3 and is registered as a Haitian Foundation in Haiti called "Fondasyon Kuehner" in honor of Hope for Haiti's Founder and Chair, JoAnne Kuehner.

### Position Title: Sustainable Communities Program Officer

The Sustainable Communities Program Officer is responsible for coordinating and managing a wide range of school-based community development projects at one of Hope for Haiti's rural partner communities. The Program Officer is responsible for coordinating and documenting all program information and for maintaining positive, professional relationships with key program partners, other NGOs, and government ministries. The wide range of responsibilities of the Sustainable Communities Program Officer requires a flexible and patient person with a strong capacity for problem solving and dedication to community-driven development. He/she resides in Les Cayes, Haiti or in the rural partner community. The Program Officer reports directly to the Country Director in two key areas of responsibility:

- 1) Program Oversight, 70%
- 2) New Program Development. 30%

### Area I: Program Oversight\_\_\_\_\_

Program Oversight refers to the ongoing planning, implementation, documentation, and evaluation of Hope for Haiti's programs in our rural partner community. This area of responsibility is the Program Officer's principal role, and includes but is not limited to the following activities:

- In ***Program Documentation***, the Program Officer is responsible for writing, updating, and organizing the Program Profiles, Site Visit Reports, and Project Updates for Hope for Haiti program locations and projects. Written updates should be both descriptive and critical, taking into account progress as well as ongoing challenges and needs. Beyond writing, he/she is responsible for photographing the projects sites, program activities, and people (students, teachers, patients, partners etc...) involved with Hope for Haiti's work in all locations.
- In ***Program Contact***, the Program Officer will manage all written and verbal communication with program site and maintain regular contact with partners, as needed. This includes maintaining substantial regular contact with School Director at the rural partner school. He/she is responsible for conducting program site visits and for formulating and adhering to a site visit calendar. He/she will maintain an updated list of program partners' contact and financial information. He/she will also be responsible for working with local partners to organize and participate in community meetings, as needed.
- In ***Program Reporting***, the Program Officer will distribute and collect all program-related reporting forms in a timely manner, while taking primary responsibility for communicating all reporting instructions and requirements clearly and sensitively to program partners. The goal of reporting is to assess in an ongoing and systematic way whether a given program is operating as intended. It is therefore important to adapt the established reporting mechanisms as programs evolve in order to ensure continued accountability and effective implementation.
- In ***Monitoring & Evaluation***, the Program Officer will collect and analyze all data necessary to measure the efficacy and impact of Hope for Haiti's programs. He/she will implement the current Monitoring and Evaluation systems while continuing to update and improve them so as to better capture both the benefits and the limitations of Hope for Haiti's work. The Program Officer will use our "Measures of Progress" table to set up a clear M&E plan, ensuring that we're capturing key Indicators, Outputs and Outcomes over time.
- In ***Financial Management***, the Program Officer will maintain detailed and consistent records of all program expenses incurred in Haiti. Program Accounting should be consistently updated and accessible to staff in Haiti or in Naples. He/she will assist the Country Director in monitoring expenditures to ensure that they stay within each program or project's prescribed annual budget.
- In ***Sustainability*** the Program Officer will familiarize him/herself with the sustainability objectives of the project. He/she will work relentlessly with community stakeholders to inculcate the idea and importance of sustainability at all the socio-economic levels of the community. He/she will work alongside community stakeholders to identify business opportunities that the community can sustain.

## **Area II: New Program Development**

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Program Development refers to the growth, change, and improvement of programs as they occur in Haiti and in Naples. In Haiti, quantitative and qualitative data gathered from Monitoring & Evaluation activities should be used to inform scaled and effective program evolution. In Naples, "development" refers to the pursuit of sufficient and sustainable funding for programs. The Program Officer will play a leading role in the former and a supporting role in the latter.

- In ***Program Design and Growth***, the Program Officer will be responsible for working with local partners and other NGOs to develop new sustainable programming, while improving upon and expanding existing programs. This includes, but is not limited to, working with local partners and other NGOs to identify community resources, local capacity and opportunities for social business development and investment.
- In ***Fundraising & Outreach***, the Program Officer is responsible for providing regular information to the Naples Development Department as it is needed for grants, formal donor reports, and informal donor updates. A schedule will be provided to the Program Officer so that updates can be balanced with in-country responsibilities. He/she will also provide updates from Haiti via social media sites like Facebook and Twitter.
- In ***Publications & Communications***, the Program Officer supports Naples in writing and providing photos for weekly program updates, monthly E-grams, donor reports, and the Annual Report.
- In ***Program Updates***, the Program Officer will provide succinct and timely updates on the status of each program and related successes and challenges as they occur, in weekly and monthly staff meetings and for quarterly Board of Directors meetings, and as requested.
- Regarding ***Formal Partnerships***, the Program Officer will assist the Country Director in managing any official collaborations with other organizations nationally or internationally, as they are relevant in Haiti. This could require national or international travel for conferences, meetings or presentations.
- In ***Inter-agency Coordination***, the Program Officer will work to facilitate collaboration among program partners, other international and local NGOs, government ministries and private companies. These activities include but are not limited to organizing meetings and workshops, researching new organizations and initiatives, drafting summaries of other organizations' activities, and maintaining contact with partners.

## **EDUCATION / EXPERIENCE**

- A bachelor's degree (BA or BS) from an accredited university
- A demonstrated interest in international development, social business and a familiarity with the main concepts, theories, trends, and challenges in the field
- Two years work/internship experience in a human services field.
- Excellent written, oral, and interpersonal communication skills, in both English and Haitian Creole
- Excellent organizational skills and a strong ability to prioritize
- Experience with budget development, accounting, and reporting
- Creative problem solving skills and self-starting abilities
- Excellent computer skills (Word, Excel, and photo editing are a required baseline)
- Proper documentation and authorization to travel freely between the United States, Haiti, and the Dominican Republic

## **PERSONAL CHARACTERISTICS**

- Personal commitment to the mission of Hope for Haiti

- Ability to adapt to and make level-headed decisions in stressful situations
- Flexibility and patience in outlook and demeanor
- High energy and strong physical condition, including but not limited to the ability to hike distances over 5 kilometers and lift at least 30 lbs over the shoulders
- Ability to resolve interpersonal conflict while preserving a team-oriented outlook
- Positivity and enthusiasm!

**Other preferred (but not required) skills\_\_\_\_\_**

- Technical expertise and/or experience in agronomy, construction, nutrition and/or business management and development
- Formal or informal photography/video training/experience
- Previous fundraising experience
- Previous data/stats/metrics collection knowledge & experience
- Advanced computer skills like web development, use of database programs are a plus

**COMPENSATION & BENEFITS**

Annual salary commensurate with experience (DOE).

**TO APPLY**

Hope for Haiti is currently accepting applications. Interested candidates should submit a resume along with cover letter (with references and salary requirement) in English via e-mail to [careers@hopeforhaiti.com](mailto:careers@hopeforhaiti.com). Applications will be accepted on a rolling basis until a qualified candidate is selected. Please visit Hope for Haiti's website to learn more about us [www.hopeforhaiti.com](http://www.hopeforhaiti.com).

**\* When sending your application please state your "First & Last Name" and "SC Program Officer Application" in the e-mail subject line.**

Thank you for your interest in Hope for Haiti!