



Hope for Haiti®

FONDASYON KUEHNER

Administrator

Job Description

Position Title:	Administrator						
Revised Date:	June 2016				Start Date:	August 1, 2016	
Status:	X	Full Time		Part Time		Contract	Temporary
Reports to:	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 26 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.

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: Administrator

The Administrator is responsible for assisting the Country Director in ensuring that all in-country operations and programming are efficiently carried out. The Administrator reports directly to the Country Director and is responsible for the effective management of administration, human resources and program communications in Les Cayes, Haiti.

The Administrator works closely with the Country Director to ensure that the organization's vision is implemented on the ground through its programs. She/He assists the Country Director in building as well as managing the Haitian national staff necessary to accomplish the organization's goals.

The range of responsibilities of the Administrator requires a professional leader who is flexible and patient person with a strong capacity for problem solving and dedication to a community-driven organization. The Administrator reports directly to the Country Director in several areas of responsibility:

- 1) Administration & Office Management, 75%
- 2) Program Communication & Development, 25%

Administration and Office Management:

The Administrator is responsible for management of daily office operations, While ultimate leadership for this area falls to the Country Director, the Administrator plays a critical part in protecting and developing Hope for Haiti's staff, assets, and resources to support its programs. He/she also plays a key role in leading the in-country team of Haitian national members.

In this area, the Administrator:

- Coordinates and documents all administrative information with the Country Director,
- Ensures that all administrative duties, including components related to Human Resource, Financial Management and Program Communications are carried out and completed relative to the monthly requirements, particularly in the absence of the Country Director.
- Oversees office managerial tasks such as weekly and monthly calendars, office inventory, billing and invoicing.
- Manages inventory and ordering of all office supplies; including computer inventory, ordering new supplies, recycling of old materials
- Supports with Human Resources-related administrative support including new employee orientation, staff meetings, and health insurance reporting.
- Ensures that all components of Human Resources activities are carried out in accordance with Haitian Labor Code and Hope for Haiti/Fondasyon Kuehner contracts.
- Updates and reinforces organizational policies and procedures as deemed necessary.
- Spearheads the preparation and drafts agenda's for the organization's monthly and quarterly staff meetings.
- Identifies staff professional development needs and recommends appropriate training and seminars
- Coordinates group building and motivational activities for employees.
- Updates office, clinical and guesthouse staff on existing or revised policies and procedures and regularly checks to ensure that procedures are being respected
- Assists the Country Director in his/her communication with various governmental agencies (MSPP, MTPC, ONA, OFATMA, DGI etc.)
- Helps ensure that our Emergency Response and Security protocols are updated and followed
- Assists the Country Director with proper file saving, scheduling and provides IT support to the office staff

Program Communication & Development:

Program Communication refers to reporting and documentation of program impact. Development refers to the growth, change, and improvement of programs as they occur in Haiti and in Naples. It also refers to data gathered from Monitoring & Evaluation activities to be used to inform scaled and effective program evolution to existing - and diaspora – based communities. This key area supports the pursuit of sustainable funding for programs.

In this area, the Administrator:

- Facilitates the communication of critical information between all program and operation staff members with a strong emphasis on enhancing national staff capacity and autonomy.
- Ensures that all of our program documentation such as Program Profiles, Site Visit Reports, and Project Updates are saved and easily accessible when needed for development purposes..
- Provides on the ground coordination for mission trips and donor trips,, in collaboration with the Director of Program Communications
- Manages and updates contact lists of program sites.
- Tracks and organizes program related reporting and supports the ongoing development of Monitoring and Evaluation systems.
- Ensures timely submission of electronic data entry and reporting.
- Supports the Country Director and Director of Program Communications by providing regular information to the Naples Development Department for grants, formal donor reports, and informal donor updates.
- Develops in-country Kreyol and French brochures as well as annual reports aimed at our local partners and other NGOs.

EDUCATION / EXPERIENCE

- A bachelor's degree (BA or BS) from an accredited university in administrative sciences, or equivalent with at least 3-5 years of experience in Administration.
- At least three years of administrative work experience with emphasis on accounting, budget development, human resources and management, particularly in Haiti is strongly preferred.
- A working knowledge of Haitian labor laws and government entities related policies
- Excellent written, oral, and interpersonal communication skills
- Superior organizational skills and a strong ability to prioritize and assist supervisor in prioritizing
- Written and spoken fluency in English, French and Kreyol required, experience in translation desired
- Creative problem solving skills and self-starting abilities
- Excellent computer software skills: Word, Excel, PowerPoint and some photo editing are a required baseline.
- Ability to obtain proper documentation and authorization to travel internationally, primarily between the United States and Haiti if needed.

PERSONAL CHARACTERISTICS

- Personal commitment to the mission and vision of Hope for Haiti/Fondasyon Kuehner
- Ability to respond appropriately and sensitively to cultural differences as they arise among the organization's service population
- 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
- Superior leadership qualities to direct Haitian team members and support Mission Trips
- Ability to resolve interpersonal conflict while preserving a team-oriented outlook
- High level of confidentiality with Human Resource and other sensitive information

COMPENSATION & BENEFITS

Annual salary commensurate with experience.

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing and highly respected organization. We are seeking an individual of outstanding quality with a demonstrated track record. The organization's headquarters is based in Naples, FL, and this position is specifically based in Les Cayes.

TO APPLY

Hope for Haiti/Fondasyon Kuehner is currently accepting applications. Interested candidates should submit a resume along with cover letter in English via e-mail to careers@hopeforhaiti.com. Only applications with **references and salary range requirement** will be reviewed. Applications will be accepted until July 15th, 2016. Please visit Hope for Haiti's website to learn more about us www.hopeforhaiti.com.

- **When sending your application please state your "First & Last Name" and "Administrator" in the e-mail subject line.**

Thank you for your interest in Fondasyon Kuehner/Hope for Haiti!