



FORWARD EDGE INTERNATIONAL JOB DESCRIPTION

Job Title: Field Coordinator/ Haiti

Reports To: President, Field Coordinator

Purpose: To help coordinate and manage Forward Edge field programs in Haiti. This person will be responsible to identify specific re-construction projects, coordinate the work of incoming volunteers, oversee the purchasing of construction materials and needed tools, manage overall program logistics, and maintain a detailed record of the work accomplished. FEI expects to remain involved in disaster relief in Haiti until at least the spring of 2013. A minimum one-year commitment is expected of the applicant.

Education: No degree required.

Experience/Skills: At least one year's effective and relevant work experience.

Essential Functions:

1. Create and sustain a strong relationship with Haitian partner(s).
2. Manage/oversee all FEI initiatives in FEI's area of operation and the surrounding area, including projects to be identified in the future.
3. Collaborate closely with members of individual Project Teams.
4. Oversee/manage use of all funds disbursed to Haiti from Home Office for FEI projects.
5. Oversee purchasing of construction materials and needed tools.
6. Maintain detailed record of funds spent, providing regular financial reports to FEI accounting department.
7. Maintain detailed record of work accomplished, providing periodic reports to President, Team Coordinator, and Communications Director.
8. Facilitate and provide day-to-day coordination of FEI mission teams.
9. Communicate with Team Coordinator in Home Office (Matt Harris) about scheduling and work descriptions for incoming teams.
10. Identify specific projects for incoming FEI teams.
11. Ensure that materials and tools are on site for FEI teams.
12. Help orient FEI teams on local culture, FEI values, project descriptions, child sponsorship opportunities, and any other matters that will maximize their effectiveness.
13. Build and maintain positive relationships with incoming volunteers, Group Leaders, and local ministry partners.

Compensation:

- Salary and benefits available through support raising.