

**Forward Edge International *Villa Esperanza***  
**Job Description for Field Staff**  
**Managua, Nicaragua**

**Job Title:** Field Staff- Managua, Nicaragua

**Reports To:** Executive Directors of *Villa Esperanza* and the Senior Program Officer of Nicaragua at the International Headquarters in Vancouver, Washington.

**Purpose:** Work with the Nicaragua Team Coordinator in IHQ and support the roles of the Nicaraguan Team Field Coordinators by being the communication liaison to North American teams in helping prepare them for their time of service in Nicaragua. Work with the Nicaraguan Team Field Coordinators in preparing team projects and activities at the *Villa*, in partner communities and with partner organizations.

**AREAS OF RESPONSIBILITY AND AUTHORITY**

**A. Spiritual**

- a. Maintain a close and growing relationship with Jesus Christ.
- b. Use biblical principles of grace, forgiveness, compassion, respect, and love in working with children, staff, directors and team members.
- c. Foster a commitment to the core values of Forward Edge International (FEI), including integrity, faithfulness, transparency, flexibility, and a willingness to take risks when led by the Holy Spirit.
- d. Not only set an example of generosity, but lead and inspire others to give with joy and purpose.
- e. Serve with intention in discipleship and spiritual growth of others.

**B. Liaison to Forward Edge Teams**

- a. Communicate regularly with the Group Leader and Facilitator regarding their preparation for ministry in-country, such as team projects and activities.
- b. Work in partnership with each FEI Team Facilitator to provide each Forward Edge team with the components essential for a great team experience.
- c. Encourage relationship building between team members, girls and staff of the *Villa* during daily activities.
- d. Nurture and encourage team members to step into the next level of what God is calling them to do. Usher team members into becoming “Champions” for Forward Edge.
- e. Assist with any preparations teams may need for their visit to Nicaragua as defined by the Executive Directors in Nicaragua:
  - i. Project preparations
  - ii. Equipment and tools
  - iii. Forward Edge Vision

**C. *Villa Esperanza* Support**

- a. Provide support of the *Villa Esperanza* program as defined by the Executive Directors.

### **REQUIRED SKILLS**

1. Strong interpersonal, communication and nurturing skills.
2. Build and maintain relationships with team members and large groups.
3. Experience working with people from different backgrounds and cultures.
4. Able to carry out routine tasks promptly and efficiently.
5. Self-starter who is highly motivated and willing to serve in a variety of roles.
6. Computer skills: Email and proficiency with Microsoft Office Suite.
7. Able to multi-task and manage multiple projects.
8. Spanish Required.

### **COMPENSATION**

- This is a volunteer position; therefore, salary and benefits are available through the raising of personal support. All support funds to be sent to FEI for accountability and distribution.