

## ***FORWARD EDGE INTERNATIONAL VILLA ESPERANZA, MANAGUA NICARAGUA***

### ***INTERN JOB DESCRIPTION***

**Job Title**• Intern at Villa Esperanza, Managua Nicaragua

**Reports To**• Team Field Coordinator, Managua (Bianka Munguia)

**Purpose**• To assist specifically with Forward Edge teams serving through Forward Edge at Villa Esperanza. This person will work directly with the FEI Field Coordinator in Managua managing FEI teams. This person will work with incoming short term mission team volunteers; assist the Field Coordinator in team preparations, and team- specific schedules.

Service dates are tentatively scheduled for early June 2018 through August 2018.

**Education**• No degree required.

**Experience/Skills**•

- Forward Edge mission trip experience at the Villa
- Participate in the Forward Edge Facilitator Online Training
- Spanish speaking preferred but not required

**Essential Functions**•

- Come each day with a servant's heart to serve our Forward Edge teams.
- Represent the Villa Esperanza and Forward Edge International with leadership and flexibility when serving FEI teams or traveling to a location to meet with a new or established ministry host.
- Collaborate closely with Team Field Coordinators (Bianka Munguia & Natanael Hernandez) in preparations and day- to- day logistics for each FEI Team.
- Create and sustain a strong relationship with FEI's Executive Directors of Villa Esperanza (Wilbert Alvarado and Gloria Sequeira) and Lead Field Coordinator (Susie Miller).
- Take the initiative to communicate with the facilitator and Group Leader of each team to ensure that their team experience is consistent and positive. Examples include communicating the schedule to them or logistics for the day/week and updating them on any changes to the plan as they arise in a positive and encouraging manner.

- Work alongside the team Facilitator(s) and Group Leader(s) to lead and direct evening events between teams and the girls at Villa Esperanza; communicate activities and directions.
- Build and maintain positive relationships with incoming volunteers, group leaders, local ministry partners and headquarter office staff.
- Communicate regularly with North American Missionary Care Coordinator (Kris Thompson), Nicaragua Team Coordinator (Kelsey Rairigh) and Senior Program Officer (Jeff Thompson).

### **Qualifications•**

- A committed Christian and in agreement with the Core Values of Forward Edge.
- Believe in and support the Vision and Mission of Forward Edge.
- Maintain a personal and growing relationship with Jesus Christ.
- Strong communication and demonstrable leadership skills.
- Detail oriented
- Willingness to take instruction from, and submit to, the leadership of the Executive Directors and Field Coordinator for the Villa Esperanza.
- Effective supervisory skills and ability to work well under pressure.
- Able to juggle multiple tasks and responsibilities simultaneously.
- Willing to subordinate personal time to work extra hours to complete tasks and responsibilities on occasion.

### **Compensation•**

This is a volunteer position and will require fundraising on behalf of the intern. To cover costs associated with room and board, transportation, round- trip flights and international insurance, Forward Edge requires a total of \$2,600 be raised. Anything above and beyond will be gifted to the intern for personal spending money (souvenirs, excursions, snacks, etc.). Forward Edge can provide a fundraising letter template to be sent to potential donors.