



JOB DESCRIPTION: INTERNATIONAL PROGRAM DIRECTOR/ SPECIAL PROJECTS

Overview

H.E.L.P. is a grassroots, faith-based, start-up non-profit organization launched in 2009. We desire to create a global tribe of people who are dedicated to ending extreme poverty by rescuing orphans, restoring their hope and renewing their communities.

H.E.L.P. is looking to hire one intern who specializes in administration and special projects. This role could eventually lead to a part-time or full-time position.

Job Summary

Job Type: Internship, part-time or full time, 10-15 hours per week.

Compensation: None, but may raise your own support.

Location: Raleigh, NC

We're looking for a motivated individual with a passion for the global poor, especially the orphan. This individual will pioneer all administrative needs for H.E.L.P., which include: systems, finances, fund-raising, follow-up, etc. This person will also oversee special projects. We're not looking for a secretary; we are looking for a leader who can work on creating a healthy organization. This person must be independent, willing to produce results on a consistent basis, and be a team player that is willing to challenge the process and add value to the team.

Job Qualifications

If you're familiar with the terms "linchpin", tribes, and becoming remarkable, then you will understand the ethos of H.E.L.P. We need global advocates for the poor; individuals who will work hard, stay focused, and implement ideas so we can effectively serve the global poor.

Job Specifics

- Work closely with Director of Operations to implement the in-country strategy for Haiti.
- Work closely with key leaders on our "Rescue Restore Renew" vision.
- Create 60-90 day plan-of-action for key projects.
- Be deeply committed to the vision, mission and philosophy of H.E.L.P.
- Research effective administrative efforts by other NGO's.
- Help the team to implement our vision and strategy for Haiti.
- Oversee all Haitian operations.
- Ensure proper communications to our Haitian staff.
- Oversee our 2012 vision to launch H.E.L.P. in Haiti.
- Promote H.E.L.P. and our initiatives.
- Spend time with our international partners on the ground.
- Help scale our social media efforts.
- Build and work with volunteers, and serve in needed administrative areas.
- Work on various special projects/events as needed.
- Implement the overall strategy/vision on those projects.

Values

- Team Player
- Passionate
- Humble
- Feisty
- Focused
- Hard-working
- Excels in operating in fast pace, global environment
- Follows directions, collaborates and finishes projects
- Not afraid to fail
- Great computer skills

How to Apply

Please submit a resume and cover letter to:

chris@helpendlocalpoverty.com

The position is open until filled. Email submissions only.