

FOCUS ON HAITI, US COORDINATOR – POSITION SUMMARY

This position is a full-time for a Sister of Mercy who acts as the convener and main communicator for the group. This position will be responsible for facilitating the collaboration between our Haiti partners (including RJMs, Program directors, MBS board), US based partners (RJM Community and Institute of the Sisters of Mercy) and FOH Committees. The US Coordinator will assist in collating and distributing information to help all partners to plan, implement and evaluate FOH programs and activities in Haiti. She will also be responsible to supervise, collaborate and support the FOH personnel in Haiti.

These responsibilities will be done with a focus on FOH's mission to grow in solidarity with those who are most vulnerable in Haiti through Mercy presence, relationship and effective response to the needs articulated by the Community partners in Gros Morne, Haiti and by our RJM partners.

REPORTS TO: Chairperson of Focus on Haiti

STIPEND: \$25,000 per year with expense account

RESPONSIBILITIES:

Planning

- Assure that each of the Committees are on target in the development of annual goals and objectives and facilitating the communication of same with all Committees
- Coordinate an annual Face to Face (F2F) meeting with US FOH core members for the purpose of setting direction, policies and approval of the budget for the upcoming fiscal year.
- Collate and submit the annual work plan and budget produced by each Committee to the Executive Committee prior to the annual F2F meeting (at least 6 weeks) so it can be reviewed and discussed during the meeting.
- Develop and help to facilitate an annual planning and evaluation process in collaboration with the Executive Committee, Haiti Liaison and Haitian community partners.

Communication

- Will be responsible for setting up and helping the FOH Chairperson facilitate the general membership meetings
- Will be responsible for setting up monthly SKYPE calls with our Haitian partners, setting the agenda and inviting appropriate FOH committee members to be present at different times for these calls.
- Communicate and support FOH personnel through a mutually agreed upon process.
- Meet with the FOH Committees on a quarterly basis to review progress in programs, fundraising, etc. and other issues pertinent to FOH mission
- Initiate communication among pertinent FOH members and Haiti partners with any changes, unforeseen challenges that may impact program success or budget
- Participates in regularly scheduled Executive Committee meetings and acts as support staff to this committee including keeping minutes.

- Will dedicate time on establishing external communications—website, newsletter, communications with Mercy and RJM communities, Facebook. Will utilize appropriate associates and support persons in these endeavors and enlist FOH core members to write articles, participate in blogs, post pictures and stories

Monitoring and Evaluation

- Along with the Haiti Personnel to monitor and evaluate the progress of activities to ensure the successful achievement of the goals and objectives of each of the projects
- Travel to Gros Morne, Haiti on occasion for the relationship/collaboration building with Haiti partners and first-hand evaluation of program supported by FOH.

Reporting

- Working with Haiti Personnel and appropriate Committee, develop and submit a quarterly report and summary for each project area
- In collaboration with FOH accountant and Development, submit a quarterly report of FOH income and expenses to the Executive Committee

Finance and Development

- Will be responsible to assist the Development Committee with grant writing and finding sources for income.
- Process all requests for reimbursement using the “FOH Reimbursement Form”. Assure expenses are taken out of appropriate grant/funding sources.
- Facilitate the transfer of funds through Fonkoze to our Haitian partners for programs supported by FOH.
- With the FOH accountant, monthly review the income and expenses of FOH- present quarterly reports to the Executive committee
- Assure budget adherence, especially restricted grants/monies spent for their restricted uses.
- Inform FOH Executive Committee of any changes or proposed alterations to the budget.
- In collaboration with the FOH accountant, keep all receipts and documentation on expenses organized

Immersion Experiences

- Assist and share in responsibility with the FOH Immersion Program Chairperson for the planning and execution of FOH Student Immersion Experiences
- Provide State-side contact for Immersion group while they are in Haiti.

Other

- Assist and share in responsibility with FOH personnel and appropriate FOH committees for coordinating visits by FOH members, FOH service trips and donors to Haiti
- Work with Haiti personnel, our Haitian partners and FOH Committees in the development of a sustainability plan to continue the projects beyond the term of FOHs commitment as is feasible
- Assist with the orientation of new core members, associates and staff. Keep orientation materials up-to-date.
- Will participate in an orientation process with current FOH Coordinator and a quarterly supervision meeting with the FOH Chairperson.