



*Hosea's
Heart*

Volunteer Position Description: Non-Profit Administration

Position Summary: Work collaboratively with all staff to support the mission Hosea's Heart and represent its values when interacting with members and the community. This position is a key link in supporting the efficient and smooth day-to-day operations of the organization.

Responsibilities:

- € Assists Board of Directors with Admin requirements such as financial reports, meeting updates, newsletter stories for donors etc.
- € Assists Director by maintaining personal schedules, overall calendar, meetings, reminders, making appointments, etc.
- € Oversees quarterly newsletter- get stories, updates etc. from both the girls and the staff to share with our supporters about progress in physical, spiritual, emotional, and/or academic.
- € Homeschool secretary- typing of tests, making copies, maintaining supplies.
- € Maintains receipts and filing systems
- € Oversees communication (phone, email, keeps meeting minutes etc.)
- € Provide support to the team with travel arrangements, and event coordination.
- € Office management duties include ordering supplies, troubleshooting technology problems, and coordinating with outside vendors for services/repairs.
- € Compile stateside reports, updates, quarterly newsletters, sponsors, etc.
- € Maintain positive relationships with Swazi volunteers and staff
- € Display a growing and personal relationship with Christ and encourage the girls to seek Christ in their own lives
- € Communicate and meet with the Director Programs and Partnerships regarding progress, problems, and personal prayer requests
- € Communicate with the Director and Assistant Director openly when problems arise and seek to resolve them in a timely manner

Education and Work Experiences: Bachelor's degree preferred, or associate's degree with experience in non-profit work. International travel experience is preferred.

General Skills:

- Current and growing relationship and dependency on Christ
 - Able to demonstrate and lead others in a Christian lifestyle
- Flexible and patient when working with all students including those with learning or behavioral challenges
- Comfortable with ever-changing work environments and able to adapt
- Culturally sensitive
- Proficient with Word, PowerPoint, and Excel
- Teachable and a willingness to learn with a humble attitude
- Strong interpersonal skills and ability to adapt communication style to suit different audiences
- Able to thrive in Eswatini with a positive attitude

Work Environment: Hosea's Heart staff members and volunteers come from a variety of cultural backgrounds, but we are all united by Kingdom Culture. Hosea's Heart has a Work Culture that unifies our staff and girls. All staff members and volunteers are expected to portray Hosea's Heart Work Culture values. The nature of working with girls with past sexual abuse necessitates a steady and consistent personality that reflects Christ's love and patience. Being a minority in a foreign country calls for a person who does not offend easily and is able to maintain a strong support system in their home country as well as the ability reach out to build relationships with other people in Eswatini.

Volunteer Commitment and Requirements

- A yearlong commitment is preferred for volunteers, but if that is not possible volunteers must be available for a minimum of six months.
- All volunteers are required to pass a background check.
- Volunteers from abroad must fundraise all costs during their mission period (e.g. living expenses, travel airfare, temporary visas, transportation, etc.). which is approximately \$10,000 USD for one year. Hosea's Heart can help guide and support the volunteer through the fundraising process, but the volunteer would be responsible for doing the fundraising.
- Local eSwatini volunteers will not be provided compensation or housing on campus. If the volunteer is not from the area, it is up to the volunteer to secure housing near the Hosea's Heart campus. Hosea's Heart is not able to provide any compensation to volunteers, including money for transportation.

To apply, please send a resume and a 500-word personal statement addressing your faith and interest in Hosea's Heart to:

hannah@hoseasheart.org