



**NPH USA**  
Raising Children. Transforming Lives.

## Employment Opportunity

**POSITION:** International Volunteer Coordinator  
**LOCATION:** Remote  
**COMPENSATION TYPE:** Competitive; Commensurate with experience  
**POSTED:** Non-exempt employee (app. 20 hours a week)  
May 19, 2017

### **Organization Profile:**

NPH USA is dedicated to breaking the cycle of poverty in Latin America and the Caribbean by supporting the Nuestros Pequeños Hermanos network of homes for orphaned, abandoned and disadvantaged children. We provide a loving family, security, education, health care, and leadership development opportunities to children in nine countries.

### **Position Summary:**

Reporting to the Chief Development Officer and collaborating with the Director of International engagement and NPH International, the International Volunteer Coordinator is responsible for the placement and support of volunteers from the US to serve in the NPH homes.

### **Primary Responsibilities and Duties:**

- Volunteer Recruitment: respond to volunteer inquiries, manage NPH USA's presence on line volunteer platforms, participate in college recruitment events, and contribute content social media posts.
- Volunteer Selection: screen applications, interview candidates, create follow up documents. Work collaboratively with NPH to determine volunteer placement.
- Volunteer Support: prepare volunteers with on line courses, conference calls and emails. Travel to 2 NPH homes each year for site visits, communicate via email and WhatsApp with current volunteers. Manage volunteer appreciation week with NPH USA's Regional Offices and Marketing Department. Welcome volunteers home, co-facilitate 2 former volunteer reflection/retreat weekends a year.
- Manage Emergencies: maintain contact with NPH staff and volunteers when there are natural or political disasters, volunteer illnesses or emergencies.
- Administration and Policy Development: track applications and supportive documents on NPH intranet and NPH USA database (Salesforce). Track volunteers insurance. Help create policies and rules regarding NPH volunteer program. Work in harmony with other NPH fundraising offices to strengthen our programs.
- Partnerships and Advocacy: Represent NPH USA on the Catholic Volunteer Network, maintain communication and share resources with other similar organizations.
- Travel: 8 US trips (6-colleges and 2-retreats) and 2 International trips
- Manage the Hightower Kloos Committee. Each summer 2 new volunteers are selected to be recipients of the HKLE (Hightower Kloos Legacy Endowment) award.

### **Qualifications**

- Former NPH volunteer, for at least one full year
- Bilingual Spanish and English
- Strong written and oral communication and interpersonal skills

- Experience in project/program management
- Experience with volunteer coordination/management
- Experience with intercultural communication and international development practices
- Knowledge of Latin American culture and politics
- Must be willing to travel
- High energy and passion for NPH USA's mission is essential
- Strong organizational and time management skills with exceptional attention to detail
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time

**How to Apply:**

Send resume and cover letter to [recruiting@nphusa.org](mailto:recruiting@nphusa.org). Please no phone calls or outside agencies. NPH USA is an Equal Opportunity Employer. We value diversity in the workplace and encourage applicants from all backgrounds.