



Position Description

Title: Child Sponsorship Coordinator

Date Prepared: 5-31-17

FLSA Status: N/A – Missionary Position

Full Time: ● Yes ○ No

Baptist Haiti Mission exists to glorify God by proclaiming His gospel, strengthening His church, equipping His saints, and demonstrating His love. For over 70 years it has ministered to the people of Haiti with the goal of seeing the country transformed by the gospel. The primary ministry focus is theological education and instruction at all levels which is accomplished through an extensive network of churches, schools, and training facilities. A 76-bed hospital and various economic development programs further serve the Haitian populace.

Job Summary:

The Child Sponsorship Coordinator will supervise and manage the BHM child sponsorship program in coordination with BHM Educational Department (in Haiti) and the BHM Child Sponsorship Department in the Home Office (in US). The successful candidate will be able to develop and maintain relationships with pastors and Haitian educators in the ASEBACH association of churches. The Coordinator will assist in developing processes and procedures in coordination with the US Office to ensure maximum efficiency of resources.

Values:

- **Gospel:**
 - Remains committed to an intimate walk with Christ through personal devotion and regular fellowship with a body of believers
 - Displays the Gospel through integrity in business practices, especially in the areas of doctrine and evangelism.
- **Relationships:**
 - Displays a commitment to strong relationships with all BHM staff
 - Have leadership philosophy that is one of servant leadership
- **Excellence:**
 - Displays a willingness to exceed expectations
 - Remains available to reporting staff and team members

Essential Job Functions:

- Supervise all in-country sponsorship programs and activities to include Haitian staff.
- Develop proactive relationships with partner agencies that are providing sponsorship programs within the ASEBACH association.
- Increase child sponsorship to no less than 5,000 students from across the association.

- Utilize social media platforms to support the work of BHM and the child sponsorship program in particular.
- Develop and maintain a functional understanding of IT platforms that would allow the organization to most effectively integrate Child Sponsorship into standard financial and administrative platforms.
- Prepare reports and metrics as required by BHM leadership on the status and effectiveness of the Child Sponsorship program.
- Develop and maintain appropriate relationships with various Haitian governmental representatives and agencies.

Qualifications:

- The person in this position should be thoroughly committed to BHM’s mission and have proven leadership, coaching, and relationship management experience.
- The person in this position should be willing to immerse him/herself and family in the culture of the Haitian people. This could include extended trips into the provinces, time spent studying the history and recent developments of Haiti, etc.
- The person in this position must be committed to becoming fluent in Haitian Creole.
- This person in this position should be able to use social media platforms, computer database systems and Office Suite programs.
- The person in this position should be detail-oriented and have exceptional written and verbal communication skills; be diplomatic with public relations; and be winsome and passionate with donors and supporters.
- The person in this position must be able to raise required support for salary and costs in country.
- The person in this position should affirm and hold to the 2000 Baptist Faith and Message.

Work Environment:

- The person in this position will work in a self-directed, strategic, and collaborative mission-field environment.
- This person will usually work in an office environment.
- This position will regularly call for travel in and around Haiti (to include remote areas), and occasional trips to the U.S. as necessary.

Supervision:

- This person will provide direct supervision to the Child Sponsorship office staff, some Haitian personnel in country and possibly additional US missionary personnel and interns.
- The person in this position will report to the Field Director.