



Position: OWS Communications and Operations Assistant
Time Commitment: June 2022 to July 2023

Mission:

Inspired by Christian values, strives to create a loving and safe family environment for vulnerable children living in extreme conditions. Through comprehensive education, healthcare and spiritual formation, we give the children the opportunity to develop their potential, shaping better futures for themselves, their families and their communities.

Vision:

A world without poverty where all children develop their unique potential of becoming productive members of society serving their community.

NPH is guided by the following core values:

- Love and security: Manifested in the safety and stability of the family and realized by profound personal engagement in preparation for meaningful and gainful employment.
- Responsibility: Learning to be responsible and to respond to the needs of others, both individually and collectively.
- Sharing: Developing kindness, empathy and care for others, through what we say and do.
- Work: Learning to contribute to one's family and community on the path to independence
- Faith and Service: Putting Christian values into action.

One World Surgery:

One World Surgery is a Non-Government Organization working in the Dominican Republic to build an ambulatory surgical center located on the grounds of Nuestros Pequeños Hermanos DR. Planned to open in early year 2021, the surgery center will have full time Dominican staff that will perform surgeries all year round with US staff and volunteering surgeons and medical staff routinely visiting the site for week long medical missions. One World Surgery also currently hosts week-long Primary Care Missions out in the communities.

Overview:

The Communications and Operations Assistant is an organized, passionate, high-energy member of the local team in the Dominican Republic who will provide strategic day-to-day support for the Communications team located in Chicago and Chief Executive Officer to ensure the ongoing caliber of One World Surgery's work and communication with internal and external partners and donors. This will include supporting the work of leadership through a variety of duties including general administration, support in hosting board members and VIP donors, and local networking.

This volunteer will also support the operations team (Medical Director and Programs Coordinator) with tasks related to patient care, preparation and execution of Primary Care medical missions, networking, and research. This is an excellent opportunity for someone who is interested in fundraising, donor relations and nonprofit communication and management, as well as supporting the local operations team with medical missions.

Schedule: This is a full-time position. The volunteer will work from 8.00AM-4.00PM and may need to work evenings when supporting medical missions.

**Reports to:**

- Chief Executive Officer, One World Surgery
- Director of Development and Communications, One World Surgery

Key Responsibilities:

- General administrative support for the CEO and local Operations Team,
- Collaborate with global teammates to gather, write, and edit patient stories for multiple audiences, especially for the Dominican Republic after the Primary Care Medical Missions,
- Facilitate and organize local projects and development (local networking),
- Support the CEO in green-light processing, and detailed reports on different donors involved in the Capital Campaign or General Operations,
- Coordinate donor stewardship, including timely acknowledgements, reports and responses to donor inquiries and requests,
- Promote a culture of philanthropy among teammates in the Dominican Republic,
- Support the Programs Coordinator and US-based Development team pre and post trip to discuss development-related topics for each OWS mission,
- Support Programs Coordinator to incorporate donor and partner recognition into evening programming and customize programming for partners,
- Coordinate with the Director of Individual Giving to implement development initiatives during medical missions,
- Support U.S. communications efforts by gathering information, stories, and images,
- Time-allowing, support the Medical Director and Programs Coordinator with Medical Mission preparation, post-Mission patient follow-up and research.

Core Competencies:

- Commitment to the missions of Nuestros Pequeños Hermanos and One World Surgery,
- Advanced levels in written and spoken Spanish language,
- Extraordinary organizational, writing, and communication skills,
- Meticulous attention to detail and excellent problem-solving skills,
- Respectful of the sensitive and confidential nature of donor-related information and board management,
- Contributes both individually and collaboratively in a time-sensitive environment,
- Ability to thrive in team environment and collaborate and manage key volunteers,
- Ability to work in an office and perform work at a desk for extended periods of time,
- Ability to both work and thrive in an evolving, fast-paced environment,
- Time management skills are imperative to success,
- Professional approach to internal and external stakeholders required,
- Approach challenges and opportunities with a positive attitude,
- Proficient with Microsoft Office Suite including: Outlook, PowerPoint, Word and Excel.

Qualifications:

- Bachelor's degree from an accredited four-year college
- 1 – 3 years of experience in a nonprofit or similar environment preferred
- Proficiency in Little Green Light, Constant Contact, WordPress and other fundraising portals a plus