



NPH International



Position: Communications Assistant at the Dominican Republic Surgical Center

Time Commitment :January 2027 to February 2028

Mission

Nuestros Pequeños Hermanos, 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, becoming productive members of society serving their community.

Overview

One World Surgery (www.oneworldsurgery.org) runs an ambulatory surgery center and primary care field clinics and is located on the grounds of NPH Dominican Republic. The surgery center has a full-time Dominican staff that performs surgery and provides primary care year-round. Teams of approximately 30+ people from the US routinely visit the surgery center for week-long volunteer medical missions. During medical missions, clinical and nonclinical participants come together to perform life-changing surgeries and run internal and external primary care clinics for Dominicans who would otherwise go without treatment. Nonclinical volunteers also support non-medical community projects focused on health and wellness.

The Communications Assistant is a creative, organized, and mission-driven volunteer who will play a crucial role in advancing One World Surgery's storytelling and digital presence. This volunteer will be based on-site in the Dominican Republic and will work closely with both the U.S. Communications team and local medical/operations staff to gather, create, and edit content—especially patient stories, interviews, photography, and video—to support OWS's social media, marketing, and donor stewardship efforts. This role is ideal for someone interested in nonprofit communications, ethical global health storytelling, digital media, and international development. The volunteer will also provide light support during medical missions to help capture meaningful content and ensure accurate, responsible representation of OWS's work.

The typical work hours are from 7:00 am – 4:15 pm Monday-Friday but early morning and evening hours, and occasional weekends will be required on surgical days and during medical missions. The Coordinator should expect to work 40 hours/week and possibly more during medical missions.

Supervisor and Department

- Supervisor: Programs Manager
- Department: One World Surgery, Dominican Republic

Key Responsibilities

Content Creation & Storytelling (Primary Focus)



NPH International



- Gather and develop compelling patient stories, volunteer spotlights, staff profiles, and mission summaries.
- Conduct and film interviews with patients, caregivers, staff, and volunteers.
- Capture high-quality photo and video content during medical missions and day-to-day clinic activities.
- Write and edit content for OWS social media channels, website, newsletters, and fundraising campaigns.
- Organize and maintain a well-labeled library of images, stories, and video assets.
- Support ethical storytelling practices—ensuring consent, cultural sensitivity, and accuracy.

Social Media & Communications Support

- Collaborate with the U.S.-based Communications team to plan and schedule content.
- Edit short-form videos and create basic social media graphics or reels.
- Provide consistent updates and real-time content to enhance donor and partner engagement.
- Assist in the production of impact reports, donor stewardship pieces, and marketing materials by supplying pre-vetted content.

Mission & Onsite Operations Support

- Support the Program Manager and Director of Operations during medical missions by capturing content and assisting with communication needs.
- Attend mission programming, patient consults, and procedures (when appropriate) to document OWS's impact.
- Help facilitate communication between mission volunteers, local team members, and the U.S. Communications team.
- Provide general administrative support to the local team as needed, prioritizing communications and storytelling tasks.

Partnership & Donor Engagement Support

- Assist in collecting content that highlights corporate partner impact and local capacity development.
- Support donor recognition efforts during missions (e.g., capturing thank-you moments, partner stories, or impact snapshots).
- Participate in occasional VIP site visits by gathering content and assisting with logistics.

Knowledge, skills, experience and abilities

- Advanced proficiency in Spanish and English (written and spoken).
- Bachelor's degree in communications, journalism, public health, global studies, nonprofit management, or related field.
- Experience in digital media, social media management, or storytelling preferred.
- Strong writing portfolio and/or experience creating multimedia content.
- Experience working or volunteering internationally, in global health, or in nonprofit settings is a plus.



NPH International



- Familiarity with tools such as Adobe Creative Suite, Canva, CapCut, Meta Business Suite, WordPress, Constant Contact, or CRM platforms is a plus.
- Strong commitment to the missions of One World Surgery and Nuestros Pequeños Hermanos.
- Excellent writing, interviewing, and storytelling skills.
- Comfort capturing photo and video content in dynamic environments.
- Ability to work respectfully with patients and families, maintaining confidentiality and cultural sensitivity.
- Highly organized, self-directed, and reliable with strong time-management skills.
- Ability to collaborate with teammates across cultures, disciplines, and time zones.
- Comfortable juggling multiple priorities in a fast-paced, evolving environment.
- “Mission-first” mentality and a positive, solutions-oriented approach.

Values

NPH is guided by the following core values:

- *Love & Security*: manifested in the safety and stability of the family and realized by profound personal engagement in preparation for meaningful life 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 & Service*: putting Christian values into action.