



Service. Healing. Transformation.

Position

One World Surgery Program Assistant (Honduras)

Time Commitment :January 2027-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 Honduras. The surgery center has a full-time Honduran staff that performs surgery and provides primary care year-round. Teams of approximately 30+ people from the U.S. 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 primary care clinics for Hondurans who would otherwise go without treatment.

The Program Assistant supports One World Surgery's programs: medical missions, volunteer engagement, education, and research.

The typical work hours are from 8:00 am – 4:00 pm, but evening and weekend hours may be required during medical missions.

Supervisor and Department

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

Key Responsibilities

Education and Research (50%)

- Work closely with Program Manager to provide administrative and logistical support to all education activities
- Support Program Manager with development and management of digital promotional material to effectively communicate and promote education initiatives (e.g. informative posters, invitation, banners, etc.)
- Support curriculum and content development with US and Honduras medical professionals and assist with workshops and training sessions during medical missions.
- Use data to help tell the story of impact in OWS education program
- Support quality assurance by conducting patient experience surveys and tracking clinical outcomes.

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- Support the quality assurance program, including general data collection, surveying patients on their experience, and tracking clinical outcomes
- Support any additional research projects that may arise, including data collection and analysis

Community Health Project & Volunteer Coordination (25%)

- Work closely with the Volunteer and Engagement Coordinator and the Hospitality team to support the following:
 - Planning and implementation of Community Health Projects (CHPs) working closely with the Volunteer Engagement Coordinator and other Hospitality Staff.
 - Create the schedule and daily assignments for general volunteers during medical missions.
 - Identify and engage volunteers with special skills (e.g., photographers) to find meaningful ways for them to contribute and support local needs.
 - Support creation of presentations and orientation sessions.
 - Act as a communication liaison between volunteers and teams (clinical, hospitality, programs) when assigned.
 - Support Volunteer Engagement Coordinator as needed with orientation for general volunteers (e.g. creation and updating of materials, logistics, presentations, etc.) and implement ideas for improvement
- Support primary care and surgical medical missions, as requested, to ensure success; tasks may include:
 - Printing nametags
 - Supporting set up and take down
 - Filling gaps in volunteer stations and serving as a translator
 - Directing rotation of breaks
 - Lead end of day volunteer debriefs

Development and Communications (15%)

- Help facilitate communication between Honduras clinical team, Honduras hospitality team, US/Honduras programs teams, and volunteers
- Collect stories, quotes, images, and content from the field. Share this information with the Program Manager and Programs Director.
- Write and edit stories for communications, reports, and donor updates. Share this information with the Program Manager and Programs Director.
- Support Honduras Programs Manager in partner stewardship, such as designing itineraries for special visitors to Honduras and responding to donor inquiries and requests
- Assist with high-level donor or partner visits and prepare itineraries as needed

Orientation & Volunteer Experience (5%)

- Create, maintain, and continually improve orientation materials.

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- Collect feedback and implement experience improvements from volunteers and participating community members.
- Help design and deliver evening engagement programs.

Hospitality & Logistical Support (As Needed) (5%)

- Assist with airport greetings and volunteer departures.
- Lead property tours and assist with room setups in conference spaces and gathering spaces as needed.
- Support communication with volunteers and hospitality teams during trips.

Desired Knowledge, skills, experience and abilities

- Must speak fluent English and have conversational Spanish language skills
- Superior attention to detail
- Friendly and welcoming
- Ability to work collaboratively in a team, but can also take initiative and work independently
- Flexibility and creativity
- Organizational, time-management, and problem-solving skills
- Interest in healthcare is a plus
- Customer service experience is a plus

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.

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