



**CONVOY
OF HOPE®**

Ministry Description

Title: Extreme Hope Project Liaison
Department: Global Disaster Response
Reports to: Field Director

Schedule: Temp. Full-Time
FLSA: Exempt

Ministry Function:

The function of this temporary role is to represent Convoy of Hope, with case management entities, and all collaborative groups operating in Joplin, and to serve as liaison between COH project staff, Contractors and local agencies.

Essential Duties and Responsibilities:

	<i>Time</i>	<i>Frequency</i>	<i>Description</i>
1.	40%	Ongoing	Attend meetings, participate in conference calls, etc to represent Convoy of Hope's capabilities to the case managers. Identify appropriate extreme hope projects and additional gap funding for rebuild projects.
2.	25%	Ongoing	Consult with contractor and other sub contractors as needed, regarding status of prospective projects and projects which are underway.
3.	20%	Ongoing	Manage Joplin warehouse operations, inventory and control.
4.	10%	Ongoing	Prepare reports on case status, equipment and supply needs to Field Director and Disaster Response Director, and share as needed with other entities
5.	5%	Ongoing	Meet regularly with GDR Front 5

Required, Knowledge, Skills, and Abilities:

1. Excellent verbal and written communication skills for adequately conveying the work and needs of the Extreme hope project to GDR staff, Long Term Recovery case managers, contractor and sub-contractors, provider organizations, volunteers and outside constituencies.
2. Ability to concurrently administrate multiple tasks and projects with attention to detail.
3. Strong organizational skills.
4. Ability to self-initiate within the context of the job duties.
5. Ability to use a PC/Mac and software programs, including but not limited to Microsoft Office Suite and Google Business.
6. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.
7. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
8. Prior long-term recovery case management experience preferred.

Supervisory Responsibilities:

This position may, from time to time, supervise volunteers or interns.

Created: July 12, 2011
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