



## MINISTRY DESCRIPTION

**Title:** International Deployment Manager

**Department:** Disaster Services (DS)

**Reports to:** International Response Director - Disaster Services

**Schedule:** Temporary, Full-time

**FLSA:** Exempt

### **Ministry Function:**

The International Deployment Manager mainly supports the duties of the International Response team, as well as the ongoing efforts of the Disaster Services department as a whole. Specified areas include, but are not limited to: set up and oversight of overall field operations during responses and peacetime department projects as determined by department leadership.

### **Essential Duties and Responsibilities:**

1. Deploy to international disasters as part of the initial response team to help provide oversight to the setup and function of relief operations, as assigned.
2. Deploy as a Disaster Assessor and make comprehensive recommendations to the International Response Director/Assistant Director, as assigned.
3. Provide leadership on projects, during responses and peacetime, assigned by the International Response Director/Assistant Director. Duties may involve supervisory responsibilities to ensure completion.
4. Coordinate the distribution of disaster supplies with international partners during responses, as assigned.
5. Assist the International Response Director/Assistant Director with DS training(s), as assigned.
6. During active disasters serve as field supervisor, as assigned.
7. Follow general and equipment specific safety rules. Use appropriate safety protection equipment and other safety devices, as required.
8. As a member of the US Program Team, support other programs, as assigned.
9. All other duties, as assigned.

### **Required, Knowledge, Skills, and Abilities:**

1. Bachelor's degree preferred; High School Diploma or equivalent required;
2. Solid knowledge of the industry standards in all phases of disaster.
3. 3+ years of international experience preferred
4. Forklift certification required.
5. Valid Class E required
6. Basic First Aid and CPR certification
7. Excellent verbal and written communication skills for adequately conveying the work of COH to outside constituencies.
8. Ability to use a PC/Mac and software programs, including but not limited to: Microsoft Office Suite and Google Business Suite (G Suite).
9. Serve as an advocate for the ministry, striving to nurture, broaden, and develop financial and other resource opportunities to support and expand organizational and program ministry.
10. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
11. 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.
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**Supervisory Responsibilities:**

This position may have direct supervisory responsibilities of volunteers and/or staff.

Created: December 1, 2017