



## MINISTRY DESCRIPTION

**Title:** Community Health Specialist

**Schedule:** Regular, Full-Time

**Department:** International Program (IP)

**FLSA:** Exempt

**Reports to:** Vice President of International Program

### Ministry Function:

The Community Health Specialist supports the ministry of Convoy of Hope (COH) through program assessment, design and development, training and advisement related to health and nutrition standards.

### Essential Duties and Responsibilities:

1. Design and develop COH Community Health standards, policies, and evidence-based practices that align with COH program specifications.
2. Facilitate technical assistance specific to health and nutrition standards in order to improve program effectiveness and achieve desired project outcomes.
3. Build capacity of in-country specialists through consultation and resourcing, including field visits.
4. Collaborate with IP leadership on evaluating existing and creating new key performance indicators related to health and nutrition.
5. Advocate on behalf of COH through external representation, networking with appropriate organizations and collaborate with partners as needed.
6. Analyze and disseminate briefs on interventions related to public health in existing and prospective program countries.
7. Ensure key successes, practices and lessons learned are documented and disseminated internally and externally when appropriate.
8. All other duties as assigned.

### Required Knowledge, Skills, and Abilities:

1. Master's degree in nutrition, public health or health-related field required.
2. 5+ years experience working in nutrition preferred.
3. Position based in Springfield, Missouri.
4. Knowledge of global human rights issues.
5. Experience working or living in a developing country.
6. Proficiency in a second language, including Spanish, French, Hindi or Filipino preferred.
7. Experience as a technical advisor and/or program manager of a nutrition or public health program preferred.
8. Experience managing data, experience with Salesforce and/or AnthroPlus preferred.
9. Ability to travel, both domestically and internationally required - sometimes on short notice.

10. Exceptional written, oral, interpersonal, presentation and computer skills.
11. Ability to positively represent the the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
12. 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.
13. 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.

**Supervisory Responsibilities:**

This position supervises departmental staff, interns or volunteers as assigned.

Created: July 30, 2018