



## MINISTRY DESCRIPTION

**Title:** Family Health Specialist  
**Division:** Program  
**Working Group:** International Program  
**Reports to:** Community Health Specialist

**Schedule:** Regular, Full-time  
**FLSA:** Exempt

### **Ministry Function:**

The Family Health Specialist supports the ministry of Convoy of Hope through supporting the Community Health Specialist in the development of Convoy of Hope's Family Health Standards, policies, and evidence-based practices that align with Convoy of Hope program specifications.

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

1. Provide technical assistance and expertise specific to family health and nutrition and in alignment with Convoy of Hope Family Health Standards.
2. Ability to coordinate efforts with other Convoy of Hope international programming when appropriate, *i.e.*, overlap with Women's Empowerment Mothers' Clubs.
3. Build capacity of in-country specialists related to family health through consultation and resourcing, and field visits.
4. Provide to the Community Health Specialist input into KPIs that relate to Family Health.
5. Contribute to curricula development for Family Health and nutrition with a biblically based perspective.
6. Support the Community Health Specialist in tool revision and development as it relates to Family Health and nutrition including but not limited to qualitative and quantitative data collection tools and staff, volunteer, and beneficiary training tools.
7. Perform anthropometry and nutrition assessment, including data analysis.
8. Ensure documentation and dissemination to meet organizational expectations of all key successes, practices, and lessons learned as they relate to Family Health.
9. Support Community Health Specialist in development of responses to grant or other funding opportunities.
10. All other duties as assigned.

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

1. Master's degree in public health or related health field is preferred; bachelor's degree is required.
2. Certification in maternal and child health is required.
3. 2+ years' experience working in maternal and child health internationally, including traveling to and/or living in a developing country(ies).
4. Bilingual and proficiency in Spanish is preferred.
5. Experience managing data, experience with Salesforce and/or AnthroPlus preferred.
6. Advanced computer knowledge and experience on software platforms required.
7. International travel experience required and ability and willingness to travel internationally as requested.
8. Exceptional written, interpersonal, and presentation skills.

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.

**Supervisory Responsibilities:** None at this time.

Created: 7/30/20  
Revised: