

ASSISTANT DIRECTOR - NORWICH MISSION HOUSE

The Assistant Director is assigned to Norwich Mission House in Haiti to coordinate and create a positive, meaningful, educational and spiritual immersion experience for guests. The Assistant Director plays a major role in the operation of guest house services and supervision of the house staff. The Assistant Director assists the Director of Norwich Mission House in managing ongoing development projects. He/she is a member of the NMHouse leadership team and reports directly to the Director. A minimum commitment of one year is required.

RESPONSIBILITIES:

- Have working knowledge of projects supported by NMH; and, with Director, interact and coordinate activities with groups, supporters, donors and project beneficiaries.
- Organize and coordinate agendas for sponsored groups.
- Coordinate and maintain NMH visitor's calendar with Director and Executive Director of Haitian Ministries (in Connecticut) and the Bishop's Representative to Haiti.
- Present orientation to incoming travelers and coordinate exit evaluations.
- Lead daily visitor activities.
- Develop and maintain guest speaker list.
- Coordinate with Haiti's Back Porch Store Manager (in Connecticut) and Director in the purchasing, inventorying, and packing of Haitian crafts and art to be sold at Norwich Mission House and at the shop in Middletown, CT.
- Develop and maintain artisan profiles for purchasing crafts.
- Assist the Director in the supervision of Norwich Mission House staff.
- Assist the Director in the supervision and maintenance of the mission house and grounds.
- Provide staff training and coordinate staff for guest services.
- Do basic data entry and bookkeeping in QuikBooks.
- Attend regular monthly mission house meetings with Director, staff and Bishop's Representative to Haiti.
- Respond to guest phone calls and email inquiries regarding conference bookings and guest house services, as well as work with Director to expand NMH services.
- Work with Bishop's Representative to Haiti and Director to fulfill the spiritual needs of travelers.
- Work with Director to develop new visitor opportunities.

SKILLS/EXPERIENCES DESIRED:

- Solid organizational skills
- Leadership experience and spiritual leadership skills
- Computer skills (MS Office, QuikBooks) and bookkeeping or general accounting knowledge
- Willingness to learn Kreole (Tutor will be provided)
- International experience
- Ability to drive standard-shift vehicle
- Respect and support for the leadership and teachings of the Catholic Church and ability to work within the organizational structure of the church.