

DIRECTOR - NORWICH MISSION HOUSE

The Director is assigned to the Norwich Mission House as an outreach of the Roman Catholic Diocese of Norwich, CT, in Port-au-Prince, Haiti. The director oversees day-to-day operations of Norwich Mission House at the direction of the Executive Director of Haitian Ministries, based in Connecticut.

RESPONSIBILITIES:

Administrative/Operations:

- Administer and monitor house operations and programs in Haiti that are being supported by the Board of Directors of Haitian Ministries.
- Hire, supervise and evaluate staff at Norwich Mission House.
- In a timely manner, disburse, record, report and account for mission house projects and mission house operation funds, as budgeted by the Board of Directors.
- Maintain timely correspondence with Board of Directors and with NMH guests and donors requesting information via email.
- Submit regular contributions to Haitian Ministries' List Serve and newsletter (usually published twice yearly).
- Identify and maintain a network of service providers in Haiti.
- Be able to serve as a representative of the Diocese of Norwich and liaison to other service agencies and church officials.
- Provide weekly reports to the Executive Director and others as directed.
- In the absence of the Bishop's Representative to Haiti and/or the Mission House Coordinator, the Director will be expected to conduct prayer services and theological reflections.

Programmatic:

- Meet regularly with directors of programs in Haiti that are funded through the ministry.
- Be accountable for all program expenses by enforcing required reporting.
- Identify and report to the Executive Director any potential new projects that satisfy the requirements of our Mission Statement.
- Network with other local organizations to spread information and gather support for Norwich Mission House.
- Provide necessary information to assist in acknowledgment of donors.
- Update project descriptions annually for use on distributed materials and website.
- Participate in parish visits, both in Haiti and the United States.
- Communicate regularly with the Archbishop of Port-au-Prince regarding twinning.

Guest Services:

- Maximize use of Norwich Mission House by coordinating visitors and conferences.
- Work with Executive Director to maintain a Norwich Mission House calendar.
- Work in collaboration with House Coordinator to oversee guest visits at Norwich Mission House to insure a meaningful and safe stay.
- Work with staff to receive and be present for all visitors at Norwich Mission House.

Other:

- Reports to the Executive Director
- Other duties as required and determined by the Executive Director

SKILLS/EXPERIENCES DESIRED:

Fluency in Haitian Kreyol; Work experience in Haiti; Strong management and communication skills; Self-motivation; Knowledge of non-profit bookkeeping/financial management; Strong computer skills (MS Office Suite & QuikBooks); Respect and support for the leadership and teachings of the Catholic church and ability to work within the organizational structure of the church. Thirty-month commitment required with a six-month notice of non-renewal.