



## **Interim Mission Operations Director Clean Water for Haiti**

Location: Camp Marie, Haiti (approximately 10 minutes south of St. Marc)

Position Duration: June 2022 – July/August 2023

Compensation: \$2000 month depending on qualifications, housing included. More information below.

### **About Clean Water for Haiti**

Clean Water for Haiti (CWH) was established in 2001 as a humanitarian Christian mission to meet Haiti's greatest health need: lack of safe drinking water. We choose to do this by focusing on Household Water Treatment (HWT). CWH runs a small manufacturing facility with 20 technicians who build and distribute biosand filters to families in a subsidized program.

CWH is founded and run on Biblical principles. We believe we are called to love people by helping to meet a basic need. Not all of CWH's local staff, Board members, and visitors are Christians and we see these relationships as an opportunity to share the love of God and how he has changed our lives in an organic way. Traditional evangelism to beneficiaries is not a formal part of our programs. CWH has been very successful in creating an efficient and effective safe water project and has attracted diverse sources of funding, many of which come from outside of Christian circles.

A great deal of information is available on Clean Water for Haiti's website, including photos and videos: [www.cleanwaterforhaiti.org](http://www.cleanwaterforhaiti.org)

### **Job Description**

The Directors of Clean Water for Haiti have been running the project since 2004 without taking a furlough or home assignment. Our Directors need a time for rest and to manage fundraising efforts and other mission business that can be difficult while in Haiti full time. We are seeking an individual or couple that would train with us for several months, then take on running day to day operations of the mission in Haiti during their sabbatical. Along with two months of training with the Directors, the Interim Director will be responsible for mission operations for approximately 11 months.

### **Responsibilities include, but are not limited to:**

- **Language learning.** 90% of CWH work is done in Haitian Creole. The foreman and several other workers speak English, but work will be much easier if the Interim Director learns basic Haitian Creole. Resources are available to start this process before arriving in Haiti.
- **Oversee daily operations.** Coordinating with the foreman to organize and direct the daily operations of the filter project. This involves managing money, dealing with staffing issues as they arise, vehicle problems, facility maintenance, etc.
- **Maintain the filter database and installation form files.** CWH keeps records on every filter installed and data collected from follow up visits. Along with managing this, there is also daily coordination of follow up visits, repair visits, delivery days, and promotion in communities.
- **Managing money.** Haiti is a mostly cash society. Responsibilities include changing money, tracking all finances through receipts and accounting programs, doing payroll and any other payouts to staff required by Haitian law, and providing monthly reports to the Directors to share with the Board of Directors.
- **Resolve problems as they come up.** Haiti can be a very challenging place to live and work in, so this is a broad responsibility. This can involve everything from maintaining facilities, dealing with worker injuries and vehicle breakdowns, to an infinite number of other scenarios.
- **Host visitors to CWH.** Clean Water for Haiti is not a team-hosting mission. However, there may be times during the year when one of the Directors visits Haiti with an individual or group. When this happens, the Interim Director will assist with preparations before arrival and help host while people are on site. At other times there may be people interested in coming for a tour to see the project. The interim director will provide tours and as much information about the project as possible, while also connecting them with the Executive Director for more resources or information.
- **Assist with fundraising.** For the work to continue, funding needs to flow. The Directors will continue to direct fundraising activity from abroad, but assistance in this task would greatly help to advance the life-saving work of CWH. This may include sharing social media posts, assisting with providing photos for social media efforts, helping to compile reports for donors, and sharing with personal networks.

### **Considerations:**

- **Security.** Haiti is politically unstable and travel around the country can be difficult. As of this posting, Haiti is experiencing a wave of political unrest, gang activity and

kidnappings. Camp Marie is a rural community and in a safer area typically removed from these issues, but trips to the capital will be discouraged except when absolutely necessary.

- **Social isolation.** It can be easy to make friends in Haiti, but often foreigners find it difficult to form close relationships. There is a local expat community and an English-speaking church that meets locally. However, because of the nature of the work, it would be much easier for a married couple to take this assignment than for a single person to do the work on their own. There will not be an opportunity for travel outside of Haiti for the duration of the assignment.
- **Working cross-culturally.** Haiti has a unique culture to any other nation on earth, and it can be very difficult for a foreigner to adapt to. Especially at first, misunderstandings occur frequently. The best candidate for this assignment will have experience working cross culturally and enjoy learning different perspectives with a servant's heart and an attitude of humility.
- **Facilities.** Clean Water for Haiti's 1-acre property is green and beautiful and includes both the production facility and the Director's residence/office. There is also a small guest house which can host up to 12 people when necessary. The buildings are comfortable and have 24-hour power and hot and cold running water.
- **Lines of Responsibility.** Within CWH's organizational structure the Executive Director is the employee of the Board of Directors, and the Interim Director will be the employee of the ED. The Interim Director will report directly to the ED and will not take direction from the Board or attend meetings unless specifically requested to do so.

### Who Should Apply:

#### Qualifications:

- Proven ability to manage staff or a team
- Familiarity with accounting and business finances and some familiarity with accounting programs (Quickbooks preferred, training provided)
- Able to give and take direction
- Can use Word and Excel with ease and able to provide written reports as needed
- Level headed, independent, and able to be decisive in stressful situations
- Demonstrates strong leadership abilities and able to make and stick to unpopular decisions when needed
- Good communication skills both verbally and in written form
- Ability to work towards and maintain measurable outcomes
- Can exercise humility when corrected and work towards resolving errors or misunderstandings
- Demonstrates the ability to be flexible and do what needs to be done
- Willingness to learn Haitian Creole

Preference will be given to applications with the following traits:

- Experience living and working in a foreign country
- Experience working with a non-profit organization
- Married, with or without children

Other preferred traits or qualities:

- Humble with a servant heart
- Will choose to do the right and Biblical thing over what may be easier or more well received by others
- Desire to learn and able to ask for assistance where needed
- Willingness to learn about culture and history and the effects on Haitian culture and relationships.

**Compensation:**

- \$2000 month.
- Housing is provided on mission property.
- All utilities are provided, including 24/7 power, water, and internet access.
- Access to Clean Water for Haiti's passenger vehicles.

**How to Apply:**

Applicants should send a resumé and cover letter to Executive Director, Chris Rolling, at [crolling@cleanwaterforhaiti.org](mailto:crolling@cleanwaterforhaiti.org).

Qualified applicants will be invited to a Zoom interview with Chris and Leslie Rolling. Applicants will be requested to provide references and submit information for a criminal background check.

Second stage applicants will come to Haiti for an in-person visit. Transportation will be paid by Clean Water for Haiti.

Questions are welcome and may be submitted by email to Chris Rolling at [crolling@cleanwaterforhaiti.org](mailto:crolling@cleanwaterforhaiti.org).