

**Christian Reformed Church in North America (CRCNA)**  
**World Renew**  
**Position Description**

**Position Title:** Country Consultant (Honduras)  
**Department:** Latin America Ministry Team (LAMT)  
**Reports to:** Latin America Ministry Team Leader  
**Status:** Full Time, exempt  
**Salary Level:** Level 13

**Purpose:**

This position will provide leadership in the development of World Renew's strategy in-country, to the overall strategy and policies of the Ministry Team, all partner organizations and directly implemented projects and will be the lead consultant with one to five partner organizations or projects. At least one partner organization will be organizationally complex.

**Essential Duties and Responsibilities:**

Program Consultation

1. Work with one to five partner organizations or projects, providing consultation, training and evaluation to improve policies, programs and systems and ensure that the same is happening with partners that receive consultation from other field staff
2. Implement and improve a community transformation strategy
3. Strengthen partner organizations
4. When necessary, implement disaster response programs in coordination with World Renew's international Disaster Response Team
5. Investigate and follow-up, as appropriate, regarding new partner options

Field Activities

1. Coordinate the in-country strategy and ensure alignment with World Renew's Long Range Plan
2. Responsible for all World Renew activity in-country -- budgeting, planning, quarterly reporting and coordinating with other agencies for joint activities
3. Recruit, contract, and provide leadership to other staff in the country
4. Encourage World Renew partner organizations to participate in existing networks in the country or build a consortium of local-level organizations with which World Renew has worked
5. Represent World Renew in networks of other international and/or local development, educational and/or mission organizations in country
6. Network with government officials and fulfill the requirements to maintain World Renew's legal status in the country

Organizational Activities

1. Translate the plans, budgets, and reports of partner organizations into formats needed within World Renew
2. Produce plans, reports and photographs and narratives, as required
3. Liaise with a functional team or provide leadership on a working group; act as a resource/trainer, fulfill reporting requirements or improve reporting systems; coordinate with donors; identify Best Practices
4. Facilitate visits with regional mentor, team leader or other ministry team or home office staff when necessary

LAMT Activities

1. Fill a leadership role in the LAMT, developing other staff in the region and acting as a mentor to another country/team member (currently Haiti)
2. Help evaluate programs in other LAMT country, especially the mentor country (currently Haiti)
3. Provide leadership in programming, strategies and policies (i.e. coach others in areas of technical expertise; develop ability of other staff to consult more effectively with partner organizations)

Constituent Relations and Resource Development

1. Communicate with individuals and supporting churches to build understanding of transformational community development and raise financial support for community development programs
2. Write and manage field grants
3. Collaborate closely with members of the Grants Sub Team and International Disaster Response Team, along with local partners, to develop proposals to external donors and manage the implementation of projects funded through institutional grants

### Other Activities

Perform other duties as assigned

### **Supervisory Responsibilities:**

This position will be responsible for implementing and improving development programs. Its influence will depend upon the ability to form trust cross-culturally and across other organizations. This position is responsible for the supervision of World Renew in-country staff.

### **Qualifications:**

1. Able to respect and support the mission, vision and values of the CRCNA
2. Mature and responsible Christian committed to serving God and their neighbor
3. Demonstrated commitment to promote a work environment that values diversity and equality, as well as have respectful relationships with others
4. Committed to working towards gender equality in all aspects of our programming, plans, policies and organizational structure
5. Compassionate and respectful of other cultures
6. Committed to core development and relief concepts, models, and values
7. Pro-active and capable to work with minimal supervision
8. Demonstrated ability to implement, improve, and integrate the community development programs through consultation
9. Demonstrated ability to help organizations improve relationships with multiple stakeholders
10. Able and willing to work in a team setting; able to develop team skills in others
11. Basic competence in Microsoft Word and Excel required
12. Experience managing projects funded with grants from institutional donors, including experience doing planning, budgeting, project management, performance monitoring, reporting and evaluations of grant-funded projects
13. Skills in budgeting, financial reporting and providing financial oversight

### **Education and/or Experience:**

1. Bachelor's degree is required; studies in community development, public health, or agriculture is preferred
2. Minimum of five years of work experience in community development or organizational consultation is required and five years of cross cultural experience is a definite asset
3. Grant writing and project management work experience is a definite advantage

### **Language Ability:**

Must be proficient in both English and Spanish.

### **Physical Demands:**

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Living conditions with unreliable access to water and electricity, increased exposure to illness and insecurity, as well as occasional political instability
2. Stress of travel in a developing country

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Living conditions with unreliable access to water and electricity, increased exposure to illness and insecurity, as well as occasional political instability
2. Stress of travel in a developing country