

# **Short Term Coordinator**

## **Job Description**

We are looking for an individual to coordinate the work of short term interns and teams (i.e. those serving at Helping Hands for less than three months). The Short Term Coordinator will be responsible for communication, planning and relationship building with short term workers before, during and after their visits.

## **Responsibilities**

- Communicate the available opportunities to serve at Helping Hands for teams and individuals. - Screen applicants through our application form and online video interviews.
- Coordinate accommodation and transport for short term workers as necessary. - Plan and manage a weekly schedule for each team / individual.
- Provide orientation and training to short term workers.
- Provide a debrief at the end of the short term experience.
- Liaise with other ministries and Christian workers in Athens to provide a well-rounded experience for short term workers.
- Participating in team meetings, activities, retreats, prayer days, bible studies and any other roles expected of every team member

## **Essential skills**

- Strong communication skills, online and in person.
- Gifted in planning and organising, with a gift for managing details.
- Managing groups of varying ages and cultures.
- The ability to inspire and encourage new arrivals in this cross-cultural setting. - Building relationships.

## **Desired skills**

- Cross cultural mission work whether short or long term
- Training and/or experience in team management and/or logistics
- Farsi/Dari language knowledge or willingness to learn

## **Salary**

This role requires 100% fund raising.

There is a genuine requirement that the person filling this role would be a practising Christian who fully agrees with our Statement of Faith.