

*Sister Parish, Inc. / Iglesias Hermanas*

**US Regional Coordinator**

Job Description

Scope: The Northern Sister Parish staff person is a part-time position for Sister Parish that combines the functions of Administrative Associate and Northern Support Staff.

Position Purpose: To assist in the coordination of North American churches and Board members with the Executive Director (ED), staff and communities located in Guatemala and El Salvador.

Supervisor: Sister Parish, Inc. Executive Director

Work schedule: Part-time, flexible hours.

Annually (especially between Nov and Feb) this position may at times require more than 20 hours a week to fulfill the tasks associated with newsletter/appeals. The employee will be compensated accordingly with time off. As such this position is exempt from the US Fair Labor Standards Act (FSLA).

Qualifications:

- A college degree is preferred, but applicants with significant relevant experience are encouraged to apply. Studies or travel experience in Latin America a plus.
- Good communicative writing skills for reports, letters and newsletter articles.
- Advanced computing skills including Excel, Word, Publisher and Internet applications: Skype, email, and teleconferencing tools.
- Knowledge and experience in database management.
- Knowledge of basic accounting principles and procedures.
- Cultural sensitivity and awareness of Hispanic groups in the US and in Central America.
- Ability to work independently with limited face-to-face supervision.
- Spanish proficiency preferred.

**Position Responsibilities and Tasks**

**Administrative Tasks:**

- ▶ Serves as primary office contact in the US;
- ▶ Maintains documents and databases;
- ▶ Assists in fund development and fund raising activities;
- ▶ Receives and records delegation payments and donations; distributes invoices, receipts and thank-you notes accordingly;
- ▶ Distributes training and promotional materials to current and prospective members;
- ▶ Houses equipment and records of the North American office; and
- ▶ Prepares and distributes e-newsletters, hard copy newsletters and an annual report.

**Northern Support Staff:**

- ▶ Provides planning and support for meetings of the Board of Directors and the Northern Assembly of Churches;
- ▶ Encourages and facilitates church-to-church relationships between northern communities.

**Recruiting Specialist:**

- ▶ Assists in the recruitment of new North American churches;
  - ▶ Assists in the development of new recruiting materials.
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**The ideal candidate will bring the following skills and experiences.**

- ✓ Understanding and commitment to ecumenical and social justice work
- ✓ Excellent interpersonal and intercultural communication skills
- ✓ Strong verbal and writing skills
- ✓ Highly self-motivated and organized
- ✓ Ability to work effectively as part of a team and independently
- ✓ Skills in working with databases and desktop publishing
- ✓ Ability to manage basic budgets and accounting
- ✓ Desire and ability to make a minimum 2-year commitment
- ✓ Passion for the Sister Parish mission and vision.

**Salary and Benefits:**

\$12,500 plus 2 weeks paid vacation. Sister Parish also provides a stipend for health insurance.

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**APPLICATIONS: Cover letter, Resume, and 3 references [by March 12<sup>th</sup>, 2010](#)**

Please send a resume, three letters of reference, and a cover letter explaining why you are interested in the position to:

Ellen Moore, Executive Director

Ellen@sisterparish.org

Position is open until filled.

For more information about Sister Parish, Inc, applicants are encouraged to visit [www.sisterparish.org](http://www.sisterparish.org) and [www.sisterparish.typepad.com](http://www.sisterparish.typepad.com). Sister Parish is an equal opportunity employer and does not discriminate based on race, nationality, ethnicity, religion, age, gender or sexual orientation. All applicants must be legally authorized to work in the U.S.