



# Service Trip Project Manager

## Start Date & Wage:

Until Filled

\$14-\$16 hour

15-20 hours a week

## Why this position matters:

As ACHF continues to focus on the Improvement Roadmap for each orphanage, the Service Trip Project Manager plays a vital role in the completion of construction and other service projects at the orphanage homes. Projects are typically associated with volunteer trips as well as other projects that are executed by local subcontractors.

## What this role is all about:

The Service Trip Project Manager maintains a crucial relationship with trip Construction Supervisors, Orphanage Directors and Baja Construction Coordinators and provides support, resources, and basically figures out how to get the job done.

- The time commitment for this job fluctuates based on the number of trips during the month and the number of ongoing construction projects. It should be anticipated that in preparation for a trip the type of work being done dictates the hours of work that will be necessary in preparing for it. In this fashion the Service Trip Project Manager work weeks will be flexible. (Some weeks will be more demanding on time, especially leading up to holiday trips). A typical week will average 15-20 hours of work.
- The Service Trip Project Manager works for A Child's Hope Foundation (ACHF), and is responsible for assessing and communicating accurately the needs of each orphanage by communicating with the Baja Construction Coordinators, each Orphanage director and our Construction Supervisor. This allows us to plan and execute in the best way possible the service project volunteers will engage in when on their service trip..
- An additional key element of the job in preparation for trips working with Baja Construction Supervisors to ensure all necessary supplies and tools are ready and on hand, secured from theft, and organized for the group to begin work early on the first morning of the trip.



## **In short you will be responsible for:**

- Collaborate with Orphanage Directors, Baja Construction Coordinators alongside the ACHF Construction Coordinator
- Update system/document - Salesforce and Monday
- Scope the projects and determine the budget, tools, skills, number of people, and time required to complete each project
- Prepare each Trip Construction Supervisor for their upcoming trip with information and plans
- Debrief with Trip Construction Supervisors post trip to gather needed reports for next service trip group
- Ensure that there is project continuity across trips at a specific orphanage
- Take part in the bi-annual trainings of trip leaders
- Attend Trip Team and other meetings

## **Required Skills:**

- Conversational Spanish is required
- Able to organize projects and tasks
- Use of spreadsheets and budget calculations
- Basic project management
- Manage time and stay on schedule
- Comfortable in using google drive
- Basic construction knowledge helpful

## **A note from the Executive Director:**

If you want to apply for this position, the following should be true of you:

- You need to take initiative and be willing to make mistakes. We've failed lots in the past and try to make new mistakes every day because we believe that is how you learn the quickest. You need to trust us to be cool and you need to be vulnerable.
- You aren't assumptive, you look for clarity and don't mind looking ignorant because you care more about being valuable than looking smart. You will understand why you are doing what is asked of you because you know we expect you to use your brain and make judgment calls regularly.



- You are crazy-organized and productive. Maybe you've read Getting Things Done by David Allen and you've made it your own (that would probably make you a shoe-in candidate).
- You should know yourself pretty well - knowing your strengths and weaknesses (bonus points if you include your top 5 strengths from Gallup's Strengthsfinder assessment in your cover letter).
- You should be confident and friendly, not intimidated by others. You should be direct and to the point and not worry about hurting our feelings (but don't be mean).
- You need to be task oriented and love knocking things off your checklist. This is a big one.
- You should be able to read this list of tasks and competencies and figure out how to present yourself in a personal letter to us explaining why you would likely be a great fit (even though you may be missing one of the attributes we are looking for). You would be able to know what would count as evidence that you are smart and capable enough to roll with us. If you just send a resume and not a cover letter you won't hear back from us because you aren't a careful enough reader to get the job (though you read this far, so you obviously will include it).

## About Us:

A Child's Hope Foundation (ACHF) is a 501(c)3 public charity that's mission is "Lifting Orphans from Surviving to Thriving." Check us out at [www.achf.org](http://www.achf.org) and look for us on Facebook and Instagram.

*To apply, email your cover letter and resume to [info@achf.org](mailto:info@achf.org).*