



A healthy Christian home and family for every Haitian child.

## Administrative Director Position Description

**Position:** Full-time, 40 hrs per week

**Location:** COTP campus, in Lagossette, Haiti (located near Cap-Haitien and Milot)

### Position Summary:

The Administrative Director will be responsible for overseeing the Administrative Department by planning and implementing a strategic vision, managing and equipping a unified staff, orienting the department to the overall mission, managing resources, and promoting a commitment to excellence.

### Department Head Expectations:

- Managing Staff: Recruiting, selecting, orienting and training; supporting a healthy work environment; and supporting personal growth.
- Clarity and Accountability: Communicates and reinforces job expectations, coaches and disciplines when necessary, and supports system, policy and procedure standards
- Planning: Establishes and implements strategic goals by considering all pertinent factors. Action plans include defined objectives and outcome evaluations.
- Stewardship: Prepares departmental budget, monitors and evaluates spending
- Quality: Maintains commitment to a high standard of quality and excellence in all areas of work
- Competency: Pursues individual professional growth relative to position
- Contributes to team effort by accomplishing related results as needed.

### Specific Position Duties and Responsibilities:

- Lead Finance and HR Teams in Haiti
  - Facilitating weekly meetings with teams
  - Equipping and empowering individual team members in their role (weekly check-in)
  - Providing accountability to each individual and the teams.
- Management of Haitian Human Resource Department
  - Oversee the HR policies and systems set up in Haiti (Hiring process, annual reviews, monthly check-ins)
  - Oversee intervention and discipline actions when necessary
  - Work with local government employment offices to stay current on legal employment requirements, implementing in our contracts and policies
  - Work with staff to develop HR plan that supports and develops the whole individual (training sessions, finance coaching, spiritual development, home visits, field trips)
- Financial Oversight in Haiti:
  - Oversee the financial systems, policies and protocols in place on the ground in Haiti
  - Collaborate with Executive Team in the preparing an annual budget
  - Regular review of expenses and initiating corrective actions when necessary.
- Campus Community Building:
  - Plan and invest time and effort into the on campus community of COTP
- Partnerships: Pursue and develop mutually beneficial partnerships with local non-profit and governmental organizations as well as businesses in order to maximize resources and share valuable insights and knowledge.





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### **Position Skills and Qualifications:**

- **Faith:** Must clearly express their faith in Jesus Christ as their Savior, and also demonstrate a lifestyle of living out one's faith.
- **Education:** University degree (bachelor's degree minimum) in administration, finance/accounting, human resources, or in a business management related field
- **Experience:** Work experience (+10 years preferred) in a business or administrative setting. Specific areas of experience that are preferred include: accounting (quickbooks), human resources, business management, non-profit/ministry administration. Some experience leading teams is preferred.
- **Key skills and characteristics:**
  - Strong interpersonal skills and self-awareness
  - Strong communication skills
  - Ability to coach and foster teamwork
  - High attention to detail balanced with the ability to manage a big-picture plan and focus
  - High ethical standard when it comes to finances and government
  - Ability to work with other organizations and bridge divides for the benefit of God's kingdom work.
- **Language:** Fluency in English and French/Creole is preferred.
- Experience in quickbooks, excel, word processing, and employee database systems
- Demonstrates a level of perspective and maturity as a result of their previous life experiences.
- Complete and clear a criminal background check for working within a vulnerable sector.

### **Salary and Benefits Package:**

- Includes:
  - **Room and Board:** This benefit covers the cost of rent and utilities of room and board on COTP campus, as well as COTP vehicle use.
  - **Annual Salary:** To be discussed further during interview process.
  - **Travel Allowance:** COTP offers an annual travel allowance to help cover the costs of missionary travel from Haiti to the US/Canada.

### **Funding Expectations:**

- The work of our missionaries is integral to and supported by COTP. Part of the work of our missionaries is to promote and generate support for the work of COTP.
- Under COTP's Development model, Missionaries seek to raise funds for their specific area of ministry at COTP. Missionaries will work with COTP's Development team to come up with a personalized fundraising plan each year.

**Accountable to: Executive Director**

