



POSITION SUMMARY:

The AMIGOS International Office seeks a motivated, organized, high-energy individual to develop and lead programs in Latin America. The Regional Director is directly responsible for coordinating the planning, implementation, and assessment of the community-based health and development programs in his/her region. S/he supervises and supports Project Staff during the summer Latin American Program and serves as the primary liaison between the host country partner agencies and the AMIGOS International Office. This position involves frequent and prolonged periods of travel in Latin America throughout the year. The Regional Director will gain valuable experience in program management, supervisory skills, training and facilitation, and international networking.

- POSITION TITLE:** Regional Director
Latin American Programs Department
Amigos de las Américas
- STARTING SALARY:** \$34,000 with excellent benefits
- HEADQUARTERS:** Houston, Texas
- TRAVEL:** 40-50%, primarily in Latin America
- DEADLINE:** Open until filled. (Ideal start date: November 3, 2008)

Amigos de las Américas (AMIGOS) is an international, voluntary, not-for-profit organization established in 1965. AMIGOS' mission is to build partnerships to empower young leaders, advance community development, and strengthen multi-cultural understanding in the Americas. For more information about AMIGOS, visit our website at www.amigoslink.org. AMIGOS is an Equal Employment Opportunity employer.

MINIMUM and PREFERRED QUALIFICATIONS:

- Bachelor's degree required. Academic background and graduate studies in international development, public or environmental health, or Latin American Studies are preferred.
- Fluency in written and spoken Spanish.
- Recent, ongoing involvement with AMIGOS, including project staff experience, and/or experience overseeing personnel management, project development and implementation with an international service organization.
- Must be willing to travel frequently to Latin America and to work some evenings and weekends.
- During operation of the summer Latin American program, extended vacation leave cannot be taken.
- Basic computer database, spreadsheets, and word processing proficiency.
- Relevant experience with other youth service organizations and/or initiatives is desired.
- The ideal candidate would commit to at least three years in the position.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal and written communication skills. Effective speaker at meetings and in front of groups.
- Skills in negotiation and cross-cultural management.

- Abilities in providing effective supervision, technical assistance, team leadership training, and support to young-adult managers in the development, implementation, and assessment of community service programs in Latin America.
- High energy level, organizational skills, professionalism, and attention to detail.
- Ability to relate to a variety of people with ease and to elicit support.
- Adept at working within planning groups, including a sensitivity and commitment to effective group process.
- Creative approach to problem-solving and strong analytical skills.
- Ability to quickly assess situations and make sound decisions within cross-cultural environments.

MAJOR DUTIES AND RESPONSIBILITIES:

- Recruits, trains, supervises, and evaluates project staff. Promotes their leadership development and ongoing involvement in AMIGOS.
- Oversees and coordinates up to six community service projects in Latin America, including the coordination of program planning, the providing of on-site and long-distance technical assistance to project staff, and the monitoring of political, economic, health and safety issues in the region.
- Manages budgets and documentation for projects within the designated region.
- Develops and maintains collaborative relationships with international health and development agencies. Promotes and maintains relationships with Latin American partners that are based on mutual respect, effective communication and collaboration, and shared visions of enhanced community development.
- Provides ongoing development of new project opportunities in the region, including establishment of partnerships leading to collaboration and funding opportunities in Latin America and the United States.
- Serves as a public ambassador for AMIGOS within Latin America. Interacts frequently with host country officials, members of the AMIGOS Board of Directors, volunteers, community contacts, and the entire network of AMIGOS stakeholders.
- Serves on the On-call Team. Provides timely and appropriate communication with a wide range of individuals. Ensures prompt follow-up of inquiries and actions.

JOB RELATIONSHIPS:

- Responsible to the Director of Latin American Programs.
- Supervises staff in up to six projects, with direct supervision of senior project staff.
- Interacts frequently with International Office staff, Board members, partner agency contacts, International Trustees, professional organizations, and medical on-call team members.

TO APPLY:

Submit resume and cover letter highlighting qualifications to:

Mario Molina, Director of Administration/Chief Financial Officer
 Amigos de las Américas
 5618 Star Lane
 Houston, Texas 77057
 (FAX) 713-782-9267
 E-mail: jobs@amigoslink.org