



Title: Women of Hope Coordinator

Reports to: Vice President

Primary Objectives and Purpose: The Women of Hope Coordinator is responsible for planning and executing U.S. based events that engage donors and supporters with the WOH program. She is also responsible for providing support and guidance to field coordinators and trainers.

Key Responsibilities:

1. **Manage the Women of Hope Store including but not limited to:**
 - Ordering product, shipping online orders, sales promotions, product research and development, sales channel opportunities
2. **Direct Women of Hope Weekend including but not limited to:**
 - Designing programming in collaboration with the WOH committee
 - Coordinating speakers, vendors, sponsors, venue, etc
 - Event marketing and promotion in collaboration with the marketing team
 - Manage committee meetings and staff communication
3. **Coordinate and execute community events like Hope Parties and other sales opportunities**
 - Some domestic travel is required; approximately 20-30 days throughout the year
4. **Manage the WOH social media accounts for communication on Store updates and the WOH Weekend**
5. **Oversee communication with field personnel in Latin American countries + others outside of Africa including but not limited to:**
 - Building relationships
 - Maintaining budget
 - Business planning + loan approval
 - Sending approval for work funds
 - Filing monthly reports and pictures
6. **Participate in strategic planning of the Women of Hope Program**
7. **Work with Field Coordinators to identify new partnerships**
8. **Visit field staff 1-2 times per year**
9. **Other duties as assigned**

Skills & Qualifications:

1. Christ-follower and a passion for international missions
2. Must have a Bachelor's degree
3. International travel experience preferred
4. A minimum of 2-3 years work experience
5. Excellent communication skills (written, visual and oral)
6. Proficient in Microsoft Office and Google Suite
7. Collaborative team player