



Title: Women of Hope Program Coordinator

Reports to: Vice President/Women of Hope Director

Location: Nashville-based

Primary Objective and Purpose: The International Program Coordinator is responsible for implementing and executing initiatives that empower and equip women living in poverty to generate sustainable income in godly ways.

Key Responsibilities:

1. Participate in strategic planning and logistical management of international programs
2. Oversee Field Coordinators and Women of Hope initiatives through regular communication, mWater reporting, and international visits
3. Work with Field Coordinators to identify new partnerships or business opportunities
4. Maintain and develop curriculum and other educational resources
5. Create program marketing materials such as monthly newsletters, social media posts, and presentations
6. Support Women of Hope events such as Hope Parties and the annual Women of Hope Weekend
7. Other duties as appropriate

Skills & Qualifications:

1. Christ-follower and a passion for international development
2. Bachelor's Degree
3. Excellent communication skills (written, visual, and oral)
4. Proficient in Google Suite
5. Collaborative team player

Preferred Skills:

- Intercultural Communication
- Business education/experience
- International travel experience

Resumes and cover letters should be sent to avandyke@hhi.org.