



Job Description for Team Coordinator

Salud y Paz is a non-profit organization operated through International Hands in Service and chartered in both the United States and Guatemala. The mission of the organization is to provide health, healing and education to the people of Guatemala. Salud y Paz supports the involvement of volunteer teams to provide medical, dental and surgical services, as well as construction and cultural exchange.

The Team Coordinator is a volunteer position and is responsible for most of the details of team coordination and communication. S/he reports directly to the Director of Logistics and works closely with the supervisor and other staff members. S/he is an integral member of the TEAM team working with the accounts manager, director of logistics and the executive director to ensure smooth functioning of on-boarding and follow-up with teams. The team coordinator is responsible for communication with teams, hosting, recruitment, coordination, customs, financial accountability, record-keeping and marketing.

Specific duties include:

Hosting

- Hosts teams from airport pick-up to the end of their term of service

Communication and Coordination

- Communication with volunteer teams in the team planning process to establish appropriate selections and preferences regarding accommodations and communities to be served.
- Provides team preferences to TEAM team and pharmacy in an efficient manner so that proper invoicing and preparation can occur
- Maintains team schedule and keeps SyP staff informed of volunteers who will be on site
- Customs coordination for medical or surgical teams as necessary
- Construction coordination with Director of Logistics
- Recruits new teams based on the needs of Salud y Paz and the people it serves
- Works closely with and at the direction of the medical coordinator for successful completion of surgery weeks. This may include but is not limited to: airport welcome, patient scheduling, set up, break down, etc.
- For medical and dental teams: restock necessary supplies and coordinate pick up, drop off and storage
- Works closely with community coordinators to ensure set up of rural communities and training and supervision of community coordinators

Financial Accountability

- Calculate and request cash advances for teams

- Maintain impeccable records for all expenditures and secure facturas for all purchases. For non-factura expenditures (tips) s/he secures the signature of receiver.
- Maintains financial records of each team and the final financial report of each team within one week of team's departure.

Reporting and Statistics

- Provide quarterly reports of team activities to Executive Director
- Collect statistics on patient care, transcribes referrals into Spanish on spreadsheet and works with social worker to ensure proper follow-up appointments are generated.

Marketing

- Update Facebook and other social media pages
- Update website
- Interview patients for future stories.
- Interview team members for future stories.
- Publish a monthly SyP newsletter.
- Take quality photos to illustrate our story. This would include patients, staff, and team members.
- Spend time with each team and write a small summary of each one.

Other

- Maintains knowledge of emergency procedures and contacts in the event of a team crisis.
- Other duties as assigned.

Skills

- Excellent verbal and written communication skills
- General Computer skills with MS Word, Exel and Dropbox
- Photography skills
- Proficiency of photo editing program
- Proficiency with social media sites and websites
- Willingness to use own computer for work
- Basic level of Spanish comprehension and desire to become proficient
- Fundraise the rest of expenses (may be GBGM possibilities later)

This position has a small stipend allocated for living expenses and comes with a provided telephone. Interested candidates should contact Katie at surgerycoordinator@saludypaz.org.