

## Program Assistant

Faith In Practice is an ecumenical, not-for-profit, medical mission organization. The mission of Faith In Practice is to improve the physical, spiritual, and economic conditions of the poor in Guatemala through short-term medical, surgical, and dental mission trips and related educational programs.

Faith In Practice is seeking two individuals motivated by faith-based mission to support the Patient Referrals and Wheelchair Programs, working with almost 2,000 volunteers and staff to provide medical care to 20,000 Guatemalans in need each year. The Program Assistants will participate on a variety of missions during the 2018 season, and work in the Referrals Clinic or Wheelchair Clinic. During non-mission weeks, Program Assistants will support Faith In Practice programs as needed.

The positions require advanced technology skills, excellent oral and written communication skills in both English and Spanish, high-level attention to detail, and superior organizational skills. The ideal candidates would be self-starters who enjoy working with volunteers and patients, thrive in a fast-paced environment, are solution-driven and able to multi-task.

The Program Assistant positions are seasonal contracts, commencing on January 2, 2018 and concluding on June 30, 2018. The hours of these positions will vary, depending on the needs of the medical team in Guatemala at the time; flexibility is essential. When teams are in-country, the Program Assistants can expect weekend and evening work, long days, and travel to rural villages in Guatemala. Non-mission week's normal work hours are 8:30a.m. to 5:30p.m., Monday through Friday, in Faith In Practice's offices in Antigua, Guatemala, with one hour for lunch.

### Responsibilities:

- Participate in medical and surgical missions as assigned, providing support to program staff
  - Attend and assist with preparations and orientation meeting.
  - Help with clinic set up and management throughout the week.
  - Participate in team gatherings, daily devotionals and events during the mission week.
  - Attend all meals with the team and mingle with volunteers during meals and social events.
  - Attend and participate in all celebration dinners at the end of the mission week.
  
- During non-mission weeks, responsibilities will be assigned based on program needs.

Location:	Antigua Guatemala, Sacatepéquez
Start date:	January 2, 2018
Application deadline:	September 22, 2017
Education requirements:	University Degree
Languages needed:	English and Spanish
Level of language proficiency:	Professional working proficiency in both English and Spanish
Employment type:	Contract

Professional level: Assistant  
Salary details: Commensurate with experience and in-line with market rates in Antigua  
Job function: Administration  
Owner's areas of focus: Health and Medicine

How to apply

Please email your resume and letter explaining your interest in and qualifications for the position to:  
Lesbia Andrade, Human Resources Manager: [landrade@faithinpractice.org](mailto:landrade@faithinpractice.org)