



Founded in 1976, Habitat for Humanity International (HFHI) is a Christian housing organization serving families in more than 70 countries around the world who are living in sub-standard housing. Since its founding, it has built or repaired over 1 million homes, providing more than 5 million people with safe, decent, affordable shelter!

JOB TITLE: Volunteer Program Specialist

JOB LOCATION: Bratislava, Slovakia

TRAVEL REQUIRED: 20%

The role of the Volunteer Programs Specialist in the HFHI EMEA Area Office is to maintain and improve the quality and volume of Volunteer Programs across the region and the international volunteer sending program (Global Village - GV) coordinated by AO.

KEY RESPONSIBILITIES INCLUDE:

EMEA AO GV SENDING PROGRAM COORDINATION

- Takes active role in promoting the GV program in Europe, Middle East and Africa (EMEA) with focus on international schools - in close cooperation with the Volunteer Program Manager and the second Volunteer Program Specialist.
- Together with the second Volunteer Programs Specialist plans and leads the execution of pro-active approach to recruit new community partners and renew inactive partnerships.
- Maintains and develops the relationships with the GV institutional and individual partners.
- Manages the coordination and administration of community teams for EMEA, including team leader trainings, itinerary and budget planning.
- Supports the logistics planning and preparation for corporate GV teams in close collaboration with the Corporate team.
- Maintains the volunteer database.

REGIONAL VOLUNTEER PROGRAM SUPPORT

- Facilitates the annual Accreditation process with the Volunteer Programs Manager.
- Serves as liaison between Hosting and Sending Programs as necessary.
- Trains NOs volunteer coordinators in the use of Global Village (GV) related tools and processes.
- Supports GV hosting programs in monitoring Financial data.
- Supports NOs in developing volunteer programs and materials, and shares best practices.
- Along with the Volunteer Programs Manager, provides emergency support to volunteer teams and NOs, during and after a time of crisis.
- Initiates regular updates and monitors the creation of GV materials pertaining to the EMEA program countries.
- Responsible for maintaining International Team Calendar and Team Site, supports EMEA users, ensures availability and accuracy of the program information, maintains both awareness of volunteer team movement into, through and out of EMEA.

- Supports the Volunteer Programs Manager in preparing and arranging logistics for the related trainings and conferences which meets needs of Area Volunteer Programs and assures the integrity of HFHI Mission, principles, standards and best practices.

EVALUATION & MONITORING

- Reviews volunteer evaluations, compiles report and recommends necessary changes for maintaining / increasing standards.
- Monitors and ensures implementation of Minimum Standards for international work teams by NOs.

VOLUNTEER PROGRAM QUALITY & DEVELOPMENT

- Supports Volunteer Programs Manager and represents EMEA in development and implementation of Global Volunteer Initiatives.

BUILD SOLID GROUND PROJECT

- Plan and oversee educational and volunteering activities
- Collaborate with other project partners on the related activities

REQUIREMENTS:

- Multitasking, stress resistant, able to prioritize and manage deadlines;
- Comfortable with administrative work;
- Ability to work independently but also a team player (both intra- and inter-department);
- Fluency in English (written and spoken), knowledge of other foreign language welcomed;
- Strong organizational and problem solving skills;
- Excellent writing, verbal communication and presentation skills;
- Computer proficient and demonstrated experience in Word, Excel, Powerpoint and online systems
- Excellent people skills with ability to communicate cross-culturally and cross-functionally
- Training and mentoring skills;

Preferred:

- Min 3-5 years working experience in NGO sector and development;
- Volunteer management experience is highly preferred
- Understanding of Africa and the Middle East region and cultural sensitivity issues;

HOW TO APPLY:

Interested candidates can apply for the position by sending their CV along with a letter of motivation to emeahr@habitat.org

The position offers a competitive compensation and benefits package in the nonprofit organization market.

HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.