



Position Description

Title: Business Operations Coordinator

Date Prepared: 12/5/2016 **FLSA Status:** N/A – Missionary Position **Full Time:** ● Yes ○ No

Baptist Haiti Mission has provided gospel ministry to the people of Haiti for over 70 years, through a massive nationwide network of churches, schools, and pastoral training facilities. The ministry also supports a hospital, economic development programs, and youth camps to further develop and strengthen ministry to local churches. BHM exists to help strengthen local churches and ministries of Haiti with the goal of seeing the country transformed by the Gospel.

Job Summary:

The Business Operations Coordinator will support all bookkeeping and administrative activity for BHM under the supervision of the Director of Business Administration. He/She will assist in effectively managing all in-country financial and regulatory requirements on behalf of the ministry.

Values:

- **Gospel:**
 - Remains committed to an intimate walk with Christ through personal devotion and regular fellowship with a local body of believers
 - Displays the Gospel through integrity in business practices, especially in the areas of doctrine and evangelism
- **Relationships:**
 - Displays a commitment to strong relationships with all BHM staff
 - Has a leadership philosophy that is one of servant leadership
- **Excellence:**
 - Displays a willingness to exceed expectations
 - Remains available to reporting staff and team members

Essential Job Functions:

- Maintain a robust spiritual life and gospel witness, and willingly disciple and fellowship members of the BHM staff and community
- Provide bookkeeping and administrative support to the Director of Business Administration
- Assist in the development of annual budget
- Coordinate the submission of budget and financial information to the US Home office as required

- Assist in maintaining compliance with all accrediting organizations
- Ensure regulatory compliance and authorizations with all applicable government agencies
- Develop and maintain proactive relationships with key stakeholders in Haiti, the US, and Canada

Qualifications:

- The person in this position should be thoroughly committed to BHM's mission and have proven leadership, coaching, and relationship management experience.
- The person in this position should be willing to immerse him/herself and family in the culture of the Haitian people. This could include: extended trips into the provinces, time spent studying the history and recent developments of Haiti, etc.
- The person in this position should be fluent or demonstrate an aptitude for fluency in either Haitian Creole or French.
- The person in this position should have a Bachelor's Degree in Accounting, Finance or Business Management.
- The person in this position should have exceptional written and verbal communication skills, be diplomatic with public relations, and be winsome and passionate with donors and supporters.
- The person in this position must be able to raise required support for salary and costs in country.
- The person in this position should affirm and hold to the 2000 Baptist Faith and Message.

Work Environment:

- This position will be in a self-directed and collaborative mission-field environment.
- This position will usually be in an office environment.
- This position will occasionally call for travel in and around Haiti (including remote areas) and occasional trips to the US as necessary.

Supervision:

- The person in this position will report to the Director of Business Administration. He/She will not supervise any staff members.