

## **Assistant International Coordinator**

**Location: Southfield, Michigan, USA**

**Position: Fulltime**

**Department: Emergency Relief and Disaster Management Department (ERDM)**

### **Responsibilities:**

- Assist Director and management for worldwide international operations with more focus on LAC (Latin America and Caribbean), ASEAN (Southeast Asia), Nepal, and Afghanistan
- Assist Director for worldwide Emergency Relief & Disaster Management as well as International Affairs operations with more focus on LAC, ASEAN, Nepal, Afghanistan
- Arrange training, preparedness, and capacity building plans/programs for HHRD Offices and Implementing Partners.
- Arrange Training, preparedness as capacity building plans/programs for out of USA ER response - if/when disaster hits for HHRD USA staff and employees
- Enlisting HHUSA staff for volunteer ER assignments in LAC – arrange training, preparedness, and capacity building plans/programs for out-of-USA ER response - if/when disaster hits. Developing SOP's, Manuals, etc.
- Build medical professional contacts and teams (USA or International). Arrange training, preparedness & capacity building plans/programs for out-of-USA ER response - if/when disaster hits.
- Prepare Emergency kits for an immediate response (in USA and other countries)
- Ready to travel to any country at short notice if/when disaster hits or other times when assigned by DR-ERDM.
- Physically fit for travel internationally. Ready to live and travel in challenging and difficult circumstances/environments including but not limited to long hours, long travel with the possibility of broken/bumpy roads, security and health risks, no proper food, no places to sleep.
- Team player and when needed, ready to lead the team(s).
- Ready to work under high levels of stress (during international ERDM/IA operations and travel).

### **Qualification and Requirements:**

- Bachelor's Degree
- Good at preparing reports, documents, presentations, etc.
- Preferably, good at public speaking, preparing documents, reports, and presentations.
- Proficient in using different software for preparing documents, reports, and presentations
- Any other tasks assigned by DR-ERDM/IA (Director Emergency Relief & Disaster Management/International Affairs)

**Compensation:** The salary will be discussed during the interview process.