



**HELPING HAND**  
FOR RELIEF AND DEVELOPMENT

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**Job Title:** Assistant Coordinator

**Departments:**

- ERDM Department (Emergency Relief and Disaster Management Department)
- IA (International Affairs)

**Location:** Southfield, Michigan, USA (On site)

**Position:** Part-time (On site)

- Hours flexible. Based on need up to 30 hours per week
- Possibility of becoming full-time based on performance and evolving needs of the HHRD)

### **Introduction to (Helping Hand for Relief and Development)**

HHRD is a global humanitarian relief and development organization responding to human suffering in emergency and disaster situations around the world. In addition to our emergency relief efforts in natural or man-made disasters, we also work on long-term relief and development programs. For more information, please visit our website ([HHRD > Get Involved > About Us](#)).

### **Duties and Responsibilities:**

- Assisting the ERDM & IA departments and leadership with its international operations and interventions such as:
  - a- Communicating with IPs and Country Offices to obtain proposals, reports, and other essential information.
  - b- Providing guidance or relaying instructions from the ERDM department or leadership to the IPs and Country Offices ERDM (as necessary).
  - c- Drafting the ERDM & IA budgets for submission to the ERDM in charge or the budget committee for review and approval.
  - d- Establishing a method to track the ERDM budget status effectively.

- e- Reviewing the project proposals providing feedback and initiating the Wire Transfers for those that are approved.
- f- Collecting project completion and progress reports from IPs and country offices, and consolidating this information.
- g- Updating the ERDM & IA manuals, case for support documents, and FAQs as needed.
- h- Preparing ERDM & IA semi-annual and annual reports.
- i- Presenting updates on ERDM & IA activities in Staff Meetings when required.
- j- Preparing meeting minutes and sharing with attendees (if needed)
- k- Preparing emergency kits
- l- Creating a file to maintain updated contact information of the IPs.
- m- Designing standard templates for proposals, reports, and presentations.

- **Qualifications and Requirements:**

- a- Bachelor's Degree
- b- Ability to travel internationally on short notice, particularly to areas affected by disasters.
- c- Proficiency in public speaking and live social media engagements, particularly sharing ground updates with HHRD donors
- d- Skilled in using different software for preparing reports, documents, presentations, and conducting meetings, especially Word, Excel, PowerPoint, SharePoint, Spreadsheet, Teams, Outlook, Zoom, etc..
- e- Any other tasks assigned by the Program Director/supervisor.