



American Baptist Home Mission Societies has a vision of a better world. A world transformed by the healing power of the Gospel. A world transformed by passionate American Baptist leaders and disciples who are creating and building ministries that meet human needs. ABHMS is looking to contract a **Liaison** for its Rebuilding, Restoring, Renewing Puerto Rico initiative (RRR PR). The **Puerto Rico Liaison** will serve based on a full-time contract, renewable on an annual basis.

The **Puerto Rico Liaison** is the local, on-the-ground coordinator for the *Rebuilding, Restoring, Renewing Puerto Rico* initiative. The Puerto Rico Liaison is the primary point of contact for all partners and volunteers. The Liaison is 'the face' of the ABHMS relief efforts in Puerto Rico. The primary ABHMS staff contacts for the **Puerto Rico Liaison** will be the ABHMS Associate Director of Mission Advancement and Volunteer Ministries and the National Coordinator for Latino Ministries.

General Responsibilities

- Provides oversight for Las Cruces Retreat Center ensuring it is fully operational to receive volunteers and guests; will require living on-site
- Assists in developing and implementing the operational policies, programs, and training events of the RRR PR initiative
- Attends all meetings and serves as resource to the *Rebuilding, Restoring, Renewing Puerto Rico* Coordinators
- Reports on-going statistical and descriptive information regarding programs, operations and finances to the RRR Puerto Rico Coordinators
- Works with community groups, agencies and faith groups
- Maintains current and accurate records of all operational activities including financial reports
- Writes timely draft communications materials (English and Spanish), i.e. press releases, stories and social media posts for ABHMS Communications Team edit/distribution
- Provides supervision for the Volunteer Coordinator, Construction Manager and Job-site Supervisors

Qualifications

- Committed to the mission and vision of ABHMS' *Rebuilding, Restoring, Renewing Puerto Rico* initiative
- Excellent supervisory skills with minimum of 3 years of experience in a supervisory role
- Bachelor's Degree or equivalent education
- Disaster response, relief and recovery certification highly preferred
- Energetic and dynamic leader with a passion for leading people and project management experience
- Effective public relations and communication skills in both English and Spanish
- Demonstrated compassion and empathy for people in disasters and crises
- Resident of Puerto Rico with knowledge of *Iglesias Bautistas de Puerto Rico* membership and communities
- Reliable transportation with a valid PR driver's license and valid vehicle insurance as role requires driving in personal vehicle to include freeways and highways to surrounding towns as needed
- Knowledge and experience with Microsoft Suite/Office365 and virtual meeting technology

This is a contracted position, renewable annually.

Use link to Apply <http://abhms.org/apply>