



15279 Alton Parkway, Suite 300
Irvine, CA 92618

freewheelchairmission.org

Title: Central America Regional Coordinator
Location: Remote

Point of Contact: Programs Relationship Manager
Status: Independent Contractor

Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to provide the transforming gift of mobility to people with a disability living in developing nations as motivated by Jesus Christ.

Scope of Work:

Central America Regional Coordinator will provide support to the Programs Department and FWM International Distribution Partners with a particular focus on building relationships with our FWM Distribution Partner network in Central America. The Coordinator will work closely with the Director of Programs and the Program Relationships Manager at the FWM Irvine office. Approximately 50% of the Coordinator's time will be spent traveling domestically and internationally in the Central America Region. FWM is committed to being a world class provider of mobility and changing the status quo on wheelchair provision while maintaining our goal of impacting as many lives as possible.

Responsibilities and Deliverables:

- Conduct Audits and Needs Assessments of individual Distribution Partners through a combination of face to face meetings, site visits and phone/online meetings
- Create action plans for each Distribution Partner with timelines and key deliverables
- Provide training to Distribution Partners on partnership expectations when they are not being met
- Report directly to FWM HQ and identify opportunities for FWM to offer better support to Distribution Partners
- Ensure that quality wheelchair provision by Distribution Partners is carried out in a manner keeping with FWM's mission and values
- Perform other administrative duties as assigned in support of daily job duties by direct supervisor
- Share the vision, mission and message of Free Wheelchair Mission

Minimum Experience and Required Skills:

- Bachelor's degree or equivalent (5 years) work experience
- Excellent verbal and written skills in English and Spanish
- Experience with international travel
- Experience working with non-governmental/ international aid agencies is a plus
- Demonstrated success working and communicating effectively in a multi-cultural environment
- Proven ability to contribute both independently and as a team member, to take initiative and follow instructions
- Well-organized with the proven ability to prioritize duties and manage time effectively.
- Attention to details is a must

- Proficient in Microsoft Office applications (Word, Excel, Outlook)

Working Environment/Conditions:

- Must be able to lift 50 lbs
- Must have a valid passport
- Currently has or ability to obtain a USA Travel Visa
- Must live in Central America
- Domestic and International travel within Central America required up to 50%

How to Apply:

Please send cover letter and resume addressing your experience in regard to the responsibilities and qualifications listed above to jobs@freewheelchairmission.org with **Central America Regional Coordinator** in the subject line.