



15279 Alton Parkway, Suite 300

Irvine, CA 92618

freewheelchairmission.org

Title: Regional Program Coordinator

Location: Remote, based in Africa

Reports To: Regional Program 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.

There are an estimated 75 million people around the world today in need of a wheelchair. We are focused and committed to being a leading provider of wheelchairs and other types of mobility in developing countries.

Free Wheelchair Mission is seeking a Regional Program Coordinator who has an interest in being part of an organization that is making a significant difference in the lives of individuals in need throughout the world.

Scope of Work:

This is a contract position for a highly organized professional with outstanding interpersonal skills and a strong sense of initiative. The Regional Program Coordinator will be responsible for managing a portfolio of Free Wheelchair Mission international distribution partners in Africa. This position requires domestic and international travel and administrative reporting. This position reports to the Regional Program Manager.

Responsibilities:

- Share the vision and mission of Free Wheelchair Mission.
- Manage a portfolio of Free Wheelchair Mission distribution partners by coordinating and completing program activities.
- Conduct and lead events such as Trainings and Audits.
- Cultivate relationships with the partners to understand needs and communicate expectations.
- Provide feedback to partners concerning wheelchair provision and program implementation.
- Report to Regional Program Manager about partners' wheelchair provision and their feedback on the wheelchair products.
- Communicate with Free Wheelchair Mission staff, including compiling and preparing reports and performing administrative duties, as necessary.
- Assist in coordination of travel for Free Wheelchair Mission staff and donors.
- Domestic and International Travel up to 40% of time.

Minimum Experience and Required Skills:

- Minimum 2 years of university or relevant experience.
- Excellent verbal and written skills in English. Proficiency in a second language is strongly preferred, especially French, Kiswahili, or Arabic.
- Minimum 1-year of experience in wheelchair provision strongly preferred.
- Credential in occupational therapy, physical therapy, or a related field strongly preferred.
- Prior experience in leading or instructing groups.
- Strong interpersonal skills with ability to work well within a team.

- Demonstrated success working and communicating effectively in a multi-cultural environment.
- Excellent communicator, who takes initiative and will proactively share updates with Free Wheelchair Mission staff through emails, zoom calls, or WhatsApp.
- Well-organized with proven ability to prioritize duties and manage time effectively.
- Excellent computer skills with proficiency in Microsoft Word, Outlook, and Excel.
- Experience with Smart Sheet and SalesForce preferred.
- Ability to travel up to 40% of the time.
- Has a valid passport
- Has or can obtain travel Visas to US and countries in Africa.

Working conditions/environment:

- Must have a good set up to work from home effectively.
- Must live in one of the following countries:
 - Burundi
 - Eswatini
 - Ghana
 - Kenya
 - Rwanda
 - South Africa
 - South Sudan
 - Uganda

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The contractor must occasionally lift and/or move up to **50** pounds (23 kilograms).

Compensation:

Rate negotiable dependent upon qualifications and experience.

How to Apply:

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

Position will be available November 2021.

No phone calls please.