

Language Coordinator

Job Description

We are looking for a language coordinator to join our growing team at Helping Hands ministries. Because language is the key to cultures, a must-have for jobs and often also a connection point to the heart of our dear guests, we place a high value on language learning. We are therefore looking for somebody who has the passion and skills to organise and execute a vision for our language learning area.

Responsibilities:

- Coordinating existing scheduling, teacher supply and materials for existing and new language classes.
- Ensuring clear communication with leadership team and language class teachers about scheduling and goals
- Organising events that promote interaction between students across the different classes. - Giving regular updates to the team, leadership and supporters about the progress of the classes. - Participating in team meetings, activities, retreats, prayer days, bible studies and any other roles expected of every team member

Essential experience

- Administrative skills
- Communication skills
- Team management experience

Desired experience

- Cross cultural mission work whether short or long term
- Teaching experience
- TOEFL certificate or equivalent
- Knowledge of a second or third language (German, French and/or Greek particularly) - Farsi/Dari language knowledge or willingness to learn

Salary: This role requires 100% fund raising.

There is a genuine requirement that the person filling this role would be a practising Christian who fully agrees with our Statement of Faith.