



Project	LTV HR Coordinator-Cambodia
Project Time Commitment	2 years and 3 months
Project Manager	Director of HR

Program: Operations

Project Summary:

Working with the Director of Cambodia HR and the US, the LTV HR Coordinator is responsible for creating and overseeing HR systems to support the LTVs professionally in their roles.

Project Goals:

Throughout each segment of the following major milestones the following goals must be completed:

1. Develop a single system to control expat information and communication in-country and with the US office; becoming the point person to communicate out, as appropriate/approved, where needed for visa purposes, emergency contact updates, etc.
2. Develop an issue resolution or corrective action process for long-term volunteers, developing policies and appropriate measures for dealing with behavioral and/or performance issues with LTVs
3. Develop cultural adjustment and cultural effectiveness training programs for new LTVs
4. Be a resource for conflict resolution
5. Participate in creation of annual budget for LTV staff support
6. Create and deliver trainings
7. Be a second person in LTV secondary interviews with the project manager
8. Be the point person for LTV staff retreat planning
9. Conduct project manager trainings
10. Work with the US to coordinate long term volunteer needs in Cambodia
11. Create and implement a plan for expat professional development
12. Assist Khmer HR Coordinator with special projects
13. Be available and present for issues during regular operations of programs
14. Attend regular meetings with Project Manager for accountability and project assessment
15. Follow all AIM Standards, Policies and Procedures

Required Skills, Experience and Spiritual gifts:



- Human Resource experience
- Non-Profit/Missionary worker experience
- Minimum two years experience living in an international setting
- Experience in guiding people through international relocation transitions
- Experience creating and conducting trainings
- Professional conflict resolution experience
- Spiritual Maturity
- Emotional Maturity
- Knowledge of how to move people forward in their career path
- Spiritual gifts of discernment and wisdom
- Passion for helping AIM grow in the care of the LTV staff through professional development and guidance

Essential Requirements: *(Characteristics, traits and abilities of those serving on this project)*

- Maintain a personal relationship with Jesus Christ and is a consistent witness of Jesus Christ
- Speak of Agape International Missions, our staff, our partners, participants in our programs, and other organizations with respect and honor across all communication platforms, faithfully praying for each
- Act as an Advocate for AIM and each individual AIM serves, understanding the problem, raising awareness of the need and how everyone can respond
- Maintain confidentiality
- Self-sufficiency to maintain spiritual, physical and emotional health while consistently working toward the vision of AIM as a whole and the department in particular

Physical Demands & Work Environment

The physical demands and work environment characteristics are representative of those that must be met by a volunteer to successfully complete the project goals.

Physical: The volunteer is regularly required to articulate speech and exercise auditory perception. The volunteer is frequently required to stand, walk, sit, bend, stoop, kneel, climb, use hands to finger, handle, or feel, and reach with hands and arms. The volunteer is regularly required to lift and/or move up to 25 pounds. Visual acuity is required for this position including near/ farsightedness, peripheral vision, and the ability to adjust or correct focus.

- Must be able to travel long distances via plane, automobile, moto, bicycle and walking
- Must be able to climb stairs during the course of a normal day



- Must have necessary shots, inoculations and medication as advised by US Department of State regarding travel to Cambodia and Southeast Asia

Travel Requirements: The volunteer position is located in Cambodia, therefore international visa and travel documentation are required. Travel back to the United States for fundraising should be coordinated with the project manager.

- Must obtain in-country medical insurance 20 days before arrival to Cambodia.