



### **Position Opening:**

Field Representative (based in India)

Part-time, Permanent, hourly waged

Office Hours: Avg. 20-25 hours/week, Mon-Fri., between 9am-6pm, excluding travel days

Office Location: Chennai, India

Target start date: May 2010. This position will remain open until filled.

Pay Range: Rs125 – Rs175 per hour, on experience and skill level.

Travel Days: Average of 25 travel days per year to project sites in India. Travel days can take place in segments of 1 – 14 days at a time.

Fringe Benefits include: (Note: these may change at anytime)

1. Medical
2. Paid holidays

### **About India Partners:**

**India Partners** is a 25-year-old Christian faith-based relief & development organization committed to empowering grassroots self-help programs and projects in India through development assistance, disaster relief, training local leaders, and education. India Partners also coordinates volunteer teams, speakers, and a child sponsorship program. Since its beginning in 1984, India Partners has helped save and change hundreds of thousands of lives in Christ's name. India Partners is a member of the Association of Evangelical Relief and Development Organizations, and Evangelical Council for Financial Accountability. India Partners has a staff of six, (one in India, and five in the USA) and a budget of under \$700,000.

**Partner Organizations in India:** We believe in helping the people of India help themselves, with God's grace. We partner with indigenous Non-Governmental Organizations (NGO's) in India that are seeking self-sufficiency in the following areas of ministry: education, children, vocational training, housing, disaster relief, agricultural development, health care, church planting, combating human trafficking, and micro-lending.

### **Application Process:**

1. Read the following detailed Job Description and Qualifications.

2. If you qualify, email, fax, or mail us a (1) cover letter and (2) [India Partners Job Application](#).

To email, send to: [Jobs@IndiaPartners.org](mailto:Jobs@IndiaPartners.org)

Or fax to us in the USA send to: 1- 541-683-2773,

Or mail to:

India Partners, Attn: Jobs

P.O. Box 5470

Eugene, OR 97405

USA

3. [The job application can be downloaded by clicking here](#). It is a PDF file.

It can also be found online at <http://www.IndiaPartners.org/about/employment.php>.

(To view and print the Application, you will need Adobe Reader. If you do not have the free Adobe Reader, [click here to download from the Adobe website](#), and then return to this page to download

the Application. If you have any problems reading the application, send an email to [Jobs@IndiaPartners.org](mailto:Jobs@IndiaPartners.org) and we will email it to you.)

4. Some applicants may be asked to provide additional information prior to scheduling an interview.
5. We usually receive many applications, so applicants not selected for interviews will not be contacted.
6. Please, no phone calls or follow-up emails.

### **Job Description:**

This position is the secondary contact point for India Partners' presence in India. This person reports to the Field Supervisor, and implements the organization's objectives in India. Being able to multi-task many varied procedures and work quickly, but accurately, is a must. This position will work in these areas:

#### **1.) NGO Evaluations and support:**

- a. Assist in evaluating inquiries, applications and projects from NGOs in India.
- b. Communicate effectively with IP Staff, and provide appropriate feedback
- c. Correspond with project applicants during the evaluation process
- d. Visit and evaluate project sites
- e. Write evaluation reports
- f. Help facilitate, evaluate, educate, & support existing partner organizations within India
- g. Support and help administer the child sponsorship program, as needed
- h. Help organize an educational conference in India for current partner organizations
- i. Enhance, in some quantifiable manner, fellowship between partners
- j. Act as a unique reporting source to advise how specific natural disasters are impacting the partners

#### **2.) Short-Term Teams:**

- a. Assist in organizing & meeting short-term teams and visitors

#### **3.) Administration/General:**

- a. Assist the IP staff in other duties, as requested
- b. Computer work (email, word processing, spreadsheets, etc.) as needed
- c. Filing
- d. Distribution of free books to Indian citizens
- e. Review of Web Site content & recommendations for appropriateness

#### **4.) Other duties:**

- a. Correspond with donors/partners, as requested
- b. Assist with projects and events in India, as requested
- c. Any other task assigned from time to time, deemed to be in accordance to the general expectations of the Field Representative in India

### **General Abilities:**

1. commitment to the mission of IP
2. be able to work independently
3. be able to prioritize tasks and projects
4. be able to communicate well to educate public on India Partners' activities
5. be able to foster support for India Partner's programs
6. be self-motivated
7. be professional

## **Qualifications:**

1. Must be in personal agreement with India Partners Mission Statement and Faith Statement (see below)
2. Be baptized, and an active member of a Christian Church.
3. Be a citizen of India
4. Three-years of college (degree) required
5. At least one year of experience working in an office in India; more preferred.
6. Excellent English verbal and written communication skills
7. Excellent verbal and written communication skills in at least one language of India
8. Strong typing and filing skills.
9. Strong computer skills: MS Office (Word, Excel) email, Internet, and database.
10. Excellent organizational and multi-tasking skills.
11. Ability to work comfortably in India's cultural environment
12. Ready to travel throughout India, as needed
13. Sensitivity to other cultures.

## **Education:**

College degree required. Especially degrees in any of the following:

1. English
2. Social work
3. Business
4. International Studies
5. Computer systems
6. Education
7. Theology

## **Helpful:**

1. A Post-Graduate degree/Diploma from a university, college, or business school
2. A positive, service oriented attitude.
3. Experience working in a faith-based international NGO
4. Have traveled to other countries
5. Knowledge of India Partners' history and objectives
6. Knowledge of the culture and history of India
7. Knowledge of the Christian culture in India and USA
8. Ability to write proposals, and reports
9. Financial management skills
10. Administration and management experience and skills
11. Broad based knowledge of NGO laws and NGO sector of India and USA

## **Environment:**

1. Work independently or with minimal supervision in a small office
2. Overnight travel to project sites in India, including urban and village areas, as needed.

## **Job Review Process:**

- 1.) Constant communication with the Field Supervisor will assure that everyone is working well together

- 2.) The Field Representative will be evaluated on the above job description after six months, and then on his annual anniversary date each year
- 3.) At each annual review, the Field Representative will be eligible for a raise. Raises are based on job performance & inflation. Raises may be limited by availability of funds.

### **Mission Statement**

Partnering with the people of India in ministry by cultivating relationships, sharing resources, and encouraging self-sufficiency through the compassion and wisdom of Jesus Christ.

### **Faith Statement:**

We believe the Bible to be the inspired, the only authoritative Word of God. We believe that there is one God, eternally existent in three persons: Father, Son, and the Holy Spirit. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. We believe that for the salvation of lost and sinful man, regeneration of the Holy Spirit is absolutely essential. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. We believe in the spiritual unity of believers in our Lord Jesus Christ.