



## **Haiti Communitere “Host with the Most”**

### **Hospitality, Communications and Event Planning Intern**

**Position Type:** Internship or long-term volunteer position

**Duration:** one year

**Location:** Haiti Communitere Resource Center – Port au Prince, Haiti

**Reports to:** Janet Ilott, Country Director

This position will remain open until filled. Applications from local candidates with strong English skills are encouraged.

Haiti Communitere (HC) is a vibrant and innovative non-profit organization in Port-au-Prince. Originally founded to provide disaster relief and response, we have since transitioned towards community growth and renewal. HC offers the option of staying on our base, thus allowing partners and visitors to meet, collaborate and exchange with the Haitian community using the Center. In order to financially sustain the Center we follow a social-entrepreneurship model, where rent and room fees will minimize reliance on international donations. HC is looking for a self-starter able to supervise and improve all hospitality systems, provide staff trainings and to promote the Resource Center to the public and to possible partners. Explore our website ([www.haiti.communitere.org](http://www.haiti.communitere.org)), and watch this short video to get a sense of who we are and what we do: <http://www.youtube.com/watch?v=N9x5uV2WdT4>

#### **What Will the Hospitality Intern Do?**

On average, Haiti Communitere has 700 people walking through its gates every month. The Hospitality and Event Planning Intern will be giving tours of our Resource Center and will serve as a reference point for visitors, overnight guests, and staff. That means showing guests to their rooms and making sure they feel taken care of. We are also looking for someone to work with our hospitality staff on room improvement through guest feedback. If you like to experiment in the kitchen, you are more than welcome to do so with our dedicated cook. At HC, we like to foster inter-personal exchange because we believe it increases our



impact. Can you organize a weekly coming-together event, like family dinner, a movie screening, debate, or charade night?

If you are thinking big, why not organize an open house event for Earth day? People need to know what we're up to. Can you help increase our exposure on social media channels? As you can see, the possibilities are endless with this position and will require you to take initiative. The sky will be the limit for you and you will have a lot of freedom to follow what inspires you.

### **Core Responsibilities**

- General on-site management in regards to visitors: Introducing them to the site and staff, providing all information and resources they need, acknowledging feedback
- Center improvements and upkeep: Coordinate room standards and systems for updates, organize visitor involvement in the Center's upkeep, and track usage of the Center by partners and clients.
- Manage the gift shop and bar: this includes inventory, display, purchase and sale of goods.
- Manage social media pages providing daily updates of base happenings.

### **Other Projects**

- Weekly special event: You have the freedom to plan and experiment, but the events are to be aligned with HC principals. The goals for the events are community involvement, visitor education on alternative buildings methods, and having fun!

### **Who Are We Looking For?**

HC needs a fluent English writer/speaker (background in French or Haitian Kreyol is a plus), with experience in hospitality and a commitment to the environment. This position requires you to interact with the staff, the guests, and the Core Team daily, so you must be a well-spoken, cheerful people-person!

While we value any experience and skills you bring to the table, a fitting candidate will bring: **Positivity**, **Patience**, and **Passion** for what you are becoming involved in. Be prepared for



the challenges you will undoubtedly face. It will not always be easy, but it will be a life-changing experience.

### **What Will You Learn?**

You will apply your experience in the hospitality or service industry to the best effect, particularly when dealing with unexpected challenges and frustrations. Many of our guests are newcomers to Haiti and to community development initiatives – you will learn how to balance providing education and insight while making them feel welcome and safe. We promise that while this position requires continuous attention to detail, patience and exertion, it will give you the opportunity to meet incredible people, both local and international, and make a difference in people's lives while in Haiti.

### **How Will HC Support You?**

As a core team member, you will participate in our morning coordination and monthly staff meetings. This position comes with a small stipend, and you will receive free room and board, which includes two meals per day, 6 days per week. You are responsible for flights, medical evacuation insurance (required), and any social excursions. Living at the Resource Center with the Core Team, access to all the amenities is provided, including clean drinking water, showers, use of the kitchen, electricity, and internet. We will provide evaluations, etc. to fulfill your internship requirements as needed.

This is **not** a regular 9 to 5 job. Some days we will have large groups on base and you will be expected to spend your day and evening making sure they are happy, they love their experience in Haiti and all their needs are taken care of. Other days the base is quiet and you could help out with the garden, help out in the kitchen, take on other tasks or spend a few hours in a hammock with a Prestige (Haitian beer).

### **How Do You Apply?**

Please send your resume or CV and a brief cover letter to [cd@haiti.communitere.org](mailto:cd@haiti.communitere.org). Don't forget to mention why you will be the perfect person for this internship!