

## **Medical Campaign Committee**

Reports to: QB Chairperson

Purpose:

1. Coordinate medical yearly Nov campaign to Peru
2. Identify US and Peruvian doctor to attend mission
3. Identify locations to see patient
4. Order and inventory medicines and equipment for mission
5. Prepare budget for approval for each mission undertake

## **Medical Committee Chairperson**

1. Chairs the Medical Committee comprised of at least the Medical Director, Medical Mission Coordinator, Designated Doctors and Nurses at a minimum of once per quarter.
2. Reviews current mission status with committee.
3. Oversees medicine order with Medical Director.
4. Ensures customs paperwork is prepared for missions.
5. Insures that a Secretary is selected and minutes are taken for each committee meeting using corporate format.
6. Performs other duties as assigned.

Minimum skills and experience:

- Working knowledge and experience in Mission Execution, Medical Suppliers and Shipping Logistics
- Proficient in Excel and Spanish
- Able to lead, negotiate and communicate complex issues.

## **Casa Chapi Committee**

Reports to: QB Chairperson

Purpose:

1. Oversee and develop Casa Chapi program
  - a. Promotes the safety and health of the kids at Casa Chapi
  - b. Collect data on outcome of children weight height and other health measure.
  - c. Work towards producing paper for to publish for fundraising and peer reviewed
2. Help develop Partner Schools projects in USA
  - a. Facilitate discussions and program with potential Partner Schools
3. Develop high school programing and housing in Arequipa for graduates of Casa Chapi

## **CC Committee Chairperson**

1. Convene a monthly phone conference comprised of the Director of Education, Chair of the Board, Executive Director(s), and at least two additional members.
2. Assign a secretary to compile minutes of the meeting
3. Review Casa Chapi budgets
4. Report quarterly, at minimum, to the QB Board of Directors
5. Make recommendations to the board based on committee discussions.

## **Co-Executive Directors Position-Dale/Mike**

Reports to: QB Chair Person and QB USA Board

1. Serves at the pleasure of the chairman of board
2. Authority to allocate unrestricted funds.
3. Authority to allocate restricted funds under restricted fund conditions
4. Responsible for preparing the budget and present to the board
5. Reports to the chairman of board
6. Provide monthly email updates of QB activities to board
7. Responsible for managing administrative staff in USA and Peru
8. Responsible for job descriptions and executing work and staff contracts
9. Responsible for executing strategic plan and annual business plan

## **US Administrative Assistant**

(Part-time paid)

Reports to: QB Peru President

- 1) Assist in managing QB social platforms i.e. face book insta-gram etc.
- 2) Assist in managing the QB website.
- 3) Assist in managing the Little Green Light donor tool and donor contacts.
- 4) Coordinate the push/ click donation program.
- 5) Keep data current in the computer data base.
- 6) Manage computerized photo library
- 7) Coordinate inventory control of both QB assets and auction items.
- 8) Write content for social media
- 9) Assist in event and project management
- 10) Assist in mission planning and other trips to Peru, communicating with participants and their itineraries.
- 11) Assist in the develop of power point presentations.
- 12) Assist in development of brochures
- 13) May travel to events to assist on occasion.
- 14) Take photos as needed
- 15) Perform other duties as assigned

Minimum skills and experience:

- Working knowledge and experience in Word Press.
- Ability to perform administrative functions on Face Book and all the associated social marketing platforms.
- Ability to use PhotoShop.
- Ability to use word processing and key 50 wpm.
- Proficient in Excel and able to use functions and multiple spreadsheets including links.

The duties in this job description may be changed at any time and will be communicated to the job holder in writing.

Effective 5/29/15.

Approved by QB President \_\_\_\_\_

**USA Medical Project Manager**  
(Part-time paid)

Reports to: Alejandro and Co-directors of QB (Dale and Mike)

1. Supervising the international medical campaign in November of each year.
2. Coordinating QB's relationship with Paz Peru, Vida Peru and Direct relief
3. Creating new relationships with non-profits for QB's in country programs.
4. Supervising the maintenance budget at CC
5. Assisting with the annual QB Peru budget creation together with periodic review of the current year's budget
6. Creation of the domestic preventative medicine campaign

## **USA Partner Schools Manager**

(Part-time paid)

Reports to: Alejandro and Co-directors of QB (Dale and Mike)

1. Supervision of the annual art camp in Peru
2. Creating art camps and cultural exchange at the CC sister schools
3. Creating and maintaining the sister school relationships
4. Creation of a sister school manual
5. Creating fundraising opportunities at each CC sister school

## **Digital and Creative Marketing Director- Katie Safley**

(Full-time)

Reports to: Alejandro and Co-directors of QB (Dale and Mike)

1. Management of QB's social media, and digital marketing including;
2. Face Book, Instagram
  - a) Web site content
  - b) News and email grams
  - c) Graphic design of donor relations communications
  - d) Video production assistant.
  - e) Management of the QB photo library
  - f) Writing articles for publication
  - g) Creating brochures, coordinating with Cathy Ingram QB's graphic designer.
  - h) Creation of the QB newsletter
  - i) Auction assistant
  - j) Photographer for QB auction and store inventory
3. Donor relations assistant
4. Researcher
5. Women's programs assistant

## **CC Project Administrator**

(Part-time paid)

Reports to: Alejandro and Co-directors of QB (Dale and Mike)

1. The new admin person will be responsible for inventory of food and supplies at CC as well as the medicine inventory.
2. Will interact with the parents, many of whom speak only Quechua.
3. Will supervise the new maintenance manager, security personnel, kitchen help etc.
- 4.

## **CC Maintenance Manager**

(Part-time paid)

Reports to: CC Project Administrator

1. Will be responsible for all the details of maintaining CC to the standard set by the board
2. Skilled a plumber, electrician, carpenter and landscape maintenance worker.
  6. Maintenance assistant: He will work for the maintenance manager.

B) Quechua Benefit Peru: American supervisor part time to manage and direct