



**Amigos de las Américas  
Chief Operating Officer  
Position Description**

**About AMIGOS**

Amigos de las Américas is a nonprofit organization that builds young leaders who are culturally aware, college and career ready, and committed to service. To accomplish this goal, AMIGOS offers international volunteer and leadership programs to high school and college students throughout the summer and academic year.

Over the last 54 years more than 28,000 young people have participated in our programs. Our specialization is offering experiences that incorporate extended immersion, host family stays, exposure to and involvement in local community development initiatives, and personal leadership development.

We firmly believe the world needs more young leaders who are adept at working with people from diverse backgrounds and who deeply value community. We believe that when our participants take that step out of their comfort zones to do an immersive and service focused experience with us, they truly discover what they are capable of and build relationships that will have a lifetime of impact.

AMIGOS is a diverse team of passionate and talented individuals committed to making a difference. We are a results-oriented organization that operates in an entrepreneurial environment deeply invested in continuous learning and growth. If you would like to become part of our team and join a talented group of individuals, or if you would simply like to learn more about what we do, please visit [amigosinternational.org](http://amigosinternational.org).

**The Opportunity**

The AMIGOS Chief Operating Officer will provide inspirational leadership, direction, and coaching to the following departments – Program Operations, Regional Operations, Marketing, and IT, ensuring the strength and sustainability of AMIGOS programs. The COO will manage up to five direct reports and oversee the work of operations in the US and Latin America.

Key responsibilities will include (but are not limited to):

- **Oversee the delivery of high quality programs and health and safety management**, while managing for current and future growth.
- **Ensuring that AMIGOS meets its recruitment goals for each program**
- **Securing the relevance of programs for today's youth and partners in Latin America** and fostering a customer first mindset.
- **Providing strategic, operational, and tactical leadership** by working with the CEO, Management Team, national Board of Directors and AMIGOS staff to realize the AMIGOS vision, strategies, and long-range goals.
- **Financial modeling** to ensure viability of short and long-term operational and program plans.
- **Supporting the organization through the strategic planning process.**
- **Developing and overseeing the implementation of annual operating plans** that support the organization's strategic goals and objectives.
- **Serving as an external representative for AMIGOS** as assigned by the CEO with various constituency groups, advocating for the importance of experiential learning for today's youth.



## **Candidate Profile**

The ideal candidate will have the following personal and professional competencies and characteristics:

### **Operational Acumen**

With an entrepreneurial spirit and growth mindset, the COO will bring experience running complex operations, preferably in an international context. A proven manager, the COO will also bring the ability and confidence to ensure that the operations of AMIGOS are run efficiently and effectively. The COO will be required to transition seamlessly between the “big picture” and minutiae, applying strong quantitative and analytical skills, diving deep into the details, and presenting complex operational information to constituents with varying levels of expertise.

### **A Passion for the Mission**

The COO will bring a passion for education and share the belief that all young people need an opportunity to live in a culture other than their own, in order to reach their full potential and contribute to their communities and the world. This is a leader who understands and embraces that the operational strength of a youth organization is essential to serving the overall mission. In alignment with AMIGOS' culture, this executive will be committed to effectively leading teams and serving as a strategic partner to the CEO and managers. This individual will bring a deep appreciation for the complex challenges facing AMIGOS and an excitement to be part of a team that is focused on identifying creative and strategic solutions to ensure AMIGOS continues to thrive.

### **Management and Leading Through Influence**

The COO will foster trust and collaboration among team members and possess the ability to manage through complex situations with flexibility and poise. An individual with unquestioned integrity, ethics and values; the COO is someone who can be trusted with highly confidential and sensitive information. With a demonstrated ability to develop staff and lead effective, high-performing teams, this leader will be an established manager with a proven track record of building and managing global teams across multiple locations. COO will be skilled at quickly establishing rapport and cultivating relationships across all levels of the organization.

### **Executing for Results**

With experience managing a mixed portfolio of private, corporate, foundation, and US government resources, this leader will have the ability to understand and deal with complexities with ease and creatively overcome obstacles to achieve goals. The COO will have the ability to conceptualize and analyze problems and solutions in a proactive, constructive and creative manner that will result in improved performance across the organization. A sound problem solver with excellent reasoning skills, the COO will execute for results with a high degree of responsiveness and motivation. This leader will possess the curiosity and drive to stay ahead of operational trends in order to identify new and unique opportunities to serve the mission.

### **Required Skills and Experience**

A Bachelor's in Business, International Relations, Education, or another relevant field is required. Master's in Business Administration or Finance required. Fluency in the Spanish language required.

### **Location(s)**

Headquarters – Houston, Texas



**To be successful at AMIGOS, you will:**

- Have passion for our mission and a strong desire to impact a dynamic nonprofit organization
- Have the drive to meet recruitment and marketing targets
- Be a proactive and innovative thinker who achieves results and creates positive change
- Have a very high level of personal and professional integrity and trustworthiness
- Embrace diversity and a commitment to collaboration
- Thrive in a fast-paced and fun environment

AMIGOS is proud to be an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds.

**Application Instructions**

If you're passionate about leading a high-impact youth organization, we'd like to meet you. Please submit your resume, a cover letter with salary requirements, and a writing sample to:

**Sara Nathan**

President & CEO

Amigos de las Américas

Email: [jobs@amigosinternational.org](mailto:jobs@amigosinternational.org)

For more information about AMIGOS, visit our website: [amigosinternational.org](http://amigosinternational.org).

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