

**Posting Date: 5/29/09**  
**Closing Date: 6/30/09**

To be considered for the following position, you must submit a cover letter & resume to Human Resources by the above listed closing date.

---

**POSITION AVAILABLE: Director of Programs, South & Southeast Asia**

**LOCATION: Program Development Dept., Eugene, OR**  
**(with up to 30% international travel required)**

---

5/4/09

**JOB DESCRIPTION:**

Supports Vice President of the Program Development Department to assure overseas country or project specific objectives are met in South and Southeast Asia programs through management and administration services by serving as the coordinating link between assigned programs and departments within the Holt structure and through successful completion of special duties assigned for program development and implementation. Assist Vice President in the research of new program opportunities, development of new program initiatives, funding proposal development and building donor relations within the region.

- 1. Maximizes Holt objectives for assigned overseas programs by** assisting in the management and administration of assigned overseas programs objectives and specific work plans.
- 2. Assists children, families and staff in assigned countries by** providing technical assistance, training and program coordination, assistance in child and family welfare services and organizational or program capacity building efforts.
- 3. Contributes to accurate and easily accessible monitoring, evaluation and reporting systems (MERS) by** maintaining, assessing and reporting on budget, database and statistical systems relating to program activities and coordinating MERS written materials including quarterly reports, planning documents and other documents as needed.
- 4. Maintains fiscal responsibility of programs in assigned countries or projects by** developing and monitoring program budgets through timely receipt of financial reports and keeping programs within budget spending parameters in coordination with the finance department.

5. **Contributes to effective program communication by**  
coordinating efficient and timely flow and distribution of correspondence with and related to assigned countries or projects within assigned countries.
6. **Provides Holt International magazine and other publications/promotional materials with assigned country information by**  
assisting and supervising, when necessary, the provision of regular and timely updates, feature articles, photographs, video and other relevant information.
7. **Maintains continuity of program by**  
serving as acting Vice President during the absence from the office of the Vice President of Program Development.
8. **Ensures quality services for adoptive families and children and other Holt constituents by**  
updating travel orientation materials, maintaining high quality of services for logistical coordination of Holt constituents when they travel, managing systems, materials and referrals related to cultural and country specific information, and by occasional travel to and networking in assigned countries.
9. **Ensures quality services to children and families associated with Holt overseas programs by**  
helping maintain effective relations with partner agencies, government bodies and other institutions for the benefit of homeless children.
10. **Contributes to effective Holt interdepartmental coordination of work relating to assigned countries or project by**  
assisting in the operations of interdepartmental working groups of assigned countries and coordinating projects involving interdepartmental cooperation.
11. **Assists in recruitment of families in the United States for homeless children in assigned countries by**  
developing and helping implement family recruitment strategies as needed through overseas program promotion and management of other assigned details related to recruitment strategies.
12. **Ensures accuracy and compatibility to country specific adoption requirements by**  
tracking, reporting and documenting overseas requirements.
13. **Contributes to team effort by**  
Exhibiting cooperative and effective work relationships, such as, responding positively to challenges, assignments, and inter and intra departmental requests; Seeing beyond own. tasks to help fulfill the organizational goals.
14. **Contributes to a positive, productive work environment by** Meeting  
attendance and punctuality guidelines and break times and pre-arranging time off with appropriate notice; treating all people with dignity and respect; and exhibiting good listening and comprehension skills including giving and welcoming feedback.

## **QUALIFICATIONS AND JOB EVALUATION DOCUMENTATION:**

**KNOWLEDGE:** Bachelor's degree with minimum 3 to 5 years international program coordination experience or Master's degree in related field with minimum 2 years international program experience. Excellent written and oral communication skills. Proficiency with budgeting, database, word processing and spreadsheets. Knowledge in permanency planning or child/family welfare social service field, or nonprofit organization capacity building area such as planning, training or development. Management experience with supervisory responsibilities. Ability to speak relevant language(s).

**INFORMATION PROCESSING:** Maintains information distribution between overseas and domestic operations. Develops, analyzes and reports on systems of information relating to overseas programs including budgets, services and other program related information.

**SCOPE OF RESPONSIBILITY:** Develops and monitors work and budgets to meet objectives and program challenges. Provides daily on-going monitoring and decision making relating to implementation of overseas program objectives. Provides technical assistance in child and family welfare and/or organizational or program capacity building areas. Provides daily supervision and is responsible for performance reviews of assigned support staff.

**INTERPERSONAL COMMUNICATION:** Maintains effective relationships with officials and individuals who impact homeless children in assigned countries. Communicates appropriately in cross-cultural environments including communication/protocol with officials overseas. Utilizes persuasion, problem solving/empowerment and training skills with staff, volunteers and overseas colleagues. Occasionally promotes programs to general public through speaking and writing. Ability to relate effectively with Holt adoptive families and adoptees. In addition to these qualifications, we are seeking someone with a positive attitude who is flexible and thrives in evolving and changing environments.

**IMPACT OF RESULTS:** Assists in the management of overseas programs in assigned countries so as to achieve country-specific objectives. Maximizes opportunities in assigned countries to serve homeless children through program development. Ensures smooth and effective travel for adoptive families and traveling constituents. Requires continual assessment, planning and supervisory attention to achieve results.

**LIVING/WORKING/ENVIRONMENTAL CONDITIONS:**

This position will be based in the United States and requires up to 30% travel to overseas program locations in South and Southeast Asia.

**Describe Controls:** The South and South East Program Director reports to and is supervised by the Vice President for the Program Development Department.