



## **JOB OPPORTUNITY**

### **PROGRAM MANAGER**

**Posting #2017-19**

**Posting Date: July 17, 2017**

**Closing Date: Open until filled**

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<b>POSITION:</b>	Program Manager Full time, 40 hours/week, exempt position
<b>DEPARTMENT:</b>	Africa and Haiti Program
<b>LOCATION:</b>	Eugene, Oregon
<b>SALARY RANGE:</b>	\$52,083/year - \$70,313/Year

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#### **ORGANIZATION SUMMARY:**

Holt International Children's Services develops and maintains programs overseas that annually serves over 100,000 orphaned, abandoned and vulnerable children in 13 countries. Holt International addresses the root causes of child homelessness by working directly with children and families around the world, focusing on developing and delivering programs based on three pillars of service: family strengthening, world-class orphan care and adoption services.

#### **HOLT'S MISSION STATEMENT:**

Holt International is a Christian organization committed to expressing God's compassion for children. While always upholding the highest ethical standards, we:

- Find and support permanent, loving families for children who are orphaned, abandoned or at serious risk of separation from their family
- Provide services to ensure that children will grow and develop to their fullest potential
- Lead the global community in advocating on behalf of the world's most vulnerable children

#### **HOLT'S CORE VALUES -AT HOLT, WE:**

- Are passionate and committed to our mission
- Conduct our work in an ethical manner
- Provide the highest quality services
- Respect the dignity of all children, families and adults we serve
- Value and respect diversity
- Serve with prudent stewardship
- Value and promote a positive team spirit

#### **DEPARTMENT SUMMARY:**

The Africa/Haiti Program carries out child welfare, family preservation and family strengthening programs in Ethiopia, Ghana, Haiti and Uganda; as well as some adoption services in Ethiopia and Haiti. Managed by U.S. and in-country staff, these programs are carried out in close cooperation with partner agencies, orphanages and other child service providers, government child welfare agencies, local and

regional officials, funding agencies, and others. The Africa/Haiti Program anticipates 80% of its level of effort (LOE) will focus on child welfare programming and 20% of its LOE will focus on adoption services. The program continuously evaluates opportunities to expand or deepen program services in Ethiopia, Uganda, Ghana and Haiti, but also other countries, while maintaining high standards of quality and transparency for sustainable development and child welfare impact.

#### **POSITION SUMMARY:**

The Africa/Haiti Program Manager must possess area-based, child-focused program development, implementation and assessment skills and experience to achieve success for this region's child welfare programming. He/she assures overseas country or project specific objectives are met by developing and implementing programs for vulnerable children in Ethiopia, Uganda, Ghana and Haiti and by serving as coordinating link between assigned programs and departments within the Holt structure, and by assignment of special duties and functions for program development, implementation and monitoring.

- 1. Maximizes Holt objectives for assigned overseas programs by** developing, managing and monitoring overseas programs and specific work plans according to specific program objectives. Develops and maintains positive relationships with government officials, partners and funders who affect Holt's ability to provide services to children.
- 2. Ensures quality services to children associated with overseas programs by** providing assistance and coordinating training in child and family welfare services and organizational, partner or program capacity building efforts.
- 3. Contributes to accurate and easily accessible monitoring, evaluation and reporting systems by** maintaining, assessing and reporting on budget, database and statistical systems relating to program activities, and coordinating written materials including quarterly reports and strategy papers, planning documents, and other documents as necessary and required.
- 4. Develops new programming in Haiti, Ethiopia, Ghana and Uganda by** assessing new and creative possibilities to assist vulnerable children and coordinating such efforts, and by scanning for new program countries in the region in which to expand services.
- 5. Ensures high quality of services for children and families and other Holt constituents when they travel by** oversight of all travel activity, by maintaining communication with families, donors, tour members and agency personnel as necessary, troubleshooting difficulties and emergency situations and updating of family travel orientation materials.
- 6. Provides post adoption services for adoptive families and children by** coordinating homeland tours and supervising volunteers assigned to this activity.
- 7. Ensures post adoption needs of Ethiopia and Haiti adoptees are being met by** working with Holt International Post Adoption Services staff and liaise with Holt country offices staff.
- 8. Provides adoptive families with useful information by** managing systems, materials and referrals related to cultural and country-specific information.
- 9. Assists in recruitment of families in the United States for vulnerable children by** helping to implement family recruitment strategies as needed through overseas program promotion and management of other assigned details related to recruitment strategies.
- 10. Ensures accuracy and compatibility to country-specific adoption requirements by** tracking, reporting and documentation of overseas requirements, and communicating with the United States Embassy in the assigned countries and other entities as needed.

- 11. 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.
- 12. Contributes to effective program communication** by coordinating the efficient and timely flow and distribution of information between leadership of assigned country partner agencies and Holt International.
- 13. Contributes to effective Holt interdepartmental coordination of work relating to assigned countries or project** by assisting in the operations of interdepartmental working group, and coordinating projects involving interdepartmental cooperation, and is the primary contact for Ethiopia, Uganda, Ghana and Haiti program staff working with M&D in regards to fundraising and donor relations.
- 14. Provides and reports quarterly to the Senior Executive and CEO regarding scorecard data, program impact and other measurements including child intakes at assigned country partner agencies and implications for assignment projects** by tracking regional scorecard measurements and project impact measurements, including child intakes numbers and referrals.
- 15. Contributes to team effort** by exhibiting cooperative and effective work relationships, such as, responding positively to challenges, assignments, inter and intra departmental requests; seeing beyond own tasks to help fulfill the organizational goals.
- 16. Contributes to a positive, productive work environment** by meeting attendance and punctuality guidelines and pre-arranging time off with appropriate notice; being aware of and following established company policies; treating all people with dignity and respect; exhibiting good listening and comprehension skills including giving and welcoming feedback.

**KNOWLEDGE AND EXPERIENCE (MINIMUM REQUIREMENTS):** Licensed Master's Degree in Social Work or related field, with 3 years of experience in international child welfare; or Master's Degree in International Development or related field, with 3 years of experience in international child welfare; or Bachelor's degree in social work, international development or a related field and five years of experience in international child welfare. Knowledge of international development, international child welfare, community-based development, or other directly related service field, or nonprofit organizational capacity building area, such as program planning, or organizational development, strongly preferred. Cross cultural knowledge, sensitivity and competencies. Excellent English language written and oral communication skills. Proficiency in French or Spanish and/or Swahili, Amharic or relevant African language desirable. Proficiency with budgeting, databases, word processing and spreadsheets.

**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 daily supervision and is responsible for performance reviews of assigned support staff.

**INTERPERSONAL COMMUNICATION:** Maintains effective relationships with officials and individuals who impact vulnerable 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.

**IMPACT OF RESULTS:** Assists in the management of overseas programs in assigned countries so as to achieve country-specific objectives. Is the main program manager for assigned countries in the Eugene office. Maximizes opportunities in assigned countries to serve vulnerable children through program development. Requires continual assessment, planning and supervisory attention to achieve results.

**LIVING/WORKING/ENVIRONMENTAL CONDITIONS:**

This position will be based in Eugene, Oregon and requires up to 35% travel to overseas program locations.

**SUPERVISORY RESPONSIBILITY:** Adoption Coordinator for Ethiopia and Haiti (shared with social work supervisor if position holder is not an MSW).

**DESCRIBE CONTROLS:** Reports to and is supervised by the Senior Executive of the Africa & Haiti program.

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**APPLICATION PROCEDURE:**

To ensure consideration, please submit the following application materials:

1. Job Application <http://www.holtinternational.org/employment/jobapplication.shtml>
2. Cover letter in which you clearly describe how your knowledge, skills and abilities prepare you for the job responsibilities and requirements outlined in the job posting.
3. Current resume which includes educational and professional work experience. Educational experience must include type of degree and education experience and where obtained. **Work experience must include employer name, dates of employment (month and year), position held/title and a description of duties, if position was full time or part time, and reason for leaving employer(s).**

Go to [www.holtinternational.org/employment/](http://www.holtinternational.org/employment/) to locate the job application and the instructions on how to submit the application materials for this job posting.

**SELECTION PROCESS:**

A Holt application, cover letter, and any supplemental materials (if requested in the job posting), will be used to select the top candidate(s). Those selected for further consideration will be invited to an interview. Prior to hiring, candidate(s) will be required to complete a pre-employment criminal history background check, motor vehicle record check, and child abuse clearance check. A credit check may be done if applicable for the position. The candidate(s) must pass the background check process in order to continue in the hiring process.