



## Education Program Manager

### MISSION STATEMENT

Motivated by Christ's love, this position plays a role in promoting the holistic ministry of Food for the Hungry through the framework of the organization's Corporate Identity. Food for the Hungry seeks to walk with churches leaders and families in overcoming all forms of human poverty by living in healthy relationship with God and His creation.

### SUMMARY

The Education Program Manager implements and coordinates all aspects of FH's education programs in a specific country, assists in the design and development of new projects, and provides technical assistance to other programs as needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Key Result #1** – Conduct program assessments as needed
- **Key Result #2** – Design new programs as needed
- **Key Result #3** – Conduct baseline surveys as needed
- **Key Result #4** – Implement and oversee programs, including: ensure adequate documentation and reporting; manage human resources; manage finances; provide spiritual leadership
- **Key Result #5** – Monitor and evaluate programs
- Other duties may be assigned

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty/function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Has a vibrant personal relationship with Jesus Christ, commitment to Food for the Hungry's Vision of a Community, agreement with mission and desire to actively participate in group devotions.
- Appropriate academic and experiential technical background.
- Strong relational and team-building skills.
- Highly organized, able to multi-task and manage priorities.
- Excellent written and verbal communication skills; proficiency in Microsoft Office Suite.
- Physical requirements: Ability to sit at a computer for 8 hours a day doing repetitive motions on a keyboard; ability to lift 25 pounds above shoulder height consistently; ability to stand for long periods, walking over rough, uneven or rocky surfaces at times.
- Ability to travel domestically and internationally up to 25% of time per year.

### EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from accredited four-year college or university in related field; two to three years field experience; or equivalent combination of education and experience. Masters preferred. More field experience preferred.

### SUPERVISORY RESPONSIBILITIES

Supervises program staff.

### LANGUAGE SKILLS

Proficiency in spoken and written English. Other specific language skills may be required depending on location.