



MINISTRY DESCRIPTION

Title: Women's Empowerment Specialist

Schedule: Regular, Full-time

Department: International Program

FLSA: Exempt

Reports to: Chief of Staff or Designee

Ministry Function:

The Women's Empowerment (WE) Specialist supports the ministry of Convoy of Hope (COH) through Women's Empowerment programming oversight, including assessment, design and development, training and advisement.

Essential Duties and Responsibilities:

1. Design and develop Convoy of Hope Women's Empowerment (WE) programming standards, policies, and evidence-based practices that align with Convoy of Hope specifications.
2. Facilitate technical assistance specific to WE programming standards in order to improve program effectiveness and achieve desired project outcomes.
3. Advocate on behalf of COH through external representation, networking with appropriate organizations and collaborating with partners as needed.
4. Analyze and disseminate briefs on interventions related to Women's Empowerment in existing and prospective program countries.
5. Ensure key successes, practices and lessons learned are documented and disseminated internally and externally when appropriate.
6. Collaborate with other IP Specialists regarding protocols and programming.
7. Support Regional Leaders in developing WE targets and provide consultation on implementation to align with regional strategy.
8. At the invitation of the Regional Leader, travel to COH field offices and implementing partner sites, and facilitate training and capacity building of in-country specialists through consultation and resourcing.
9. Work with Development team when appropriate to share vision with others in order to give them the opportunity to join in as partners.
10. As a member of the International Program Team, supports other activities as assigned.

Required, Knowledge, Skills, and Abilities:

1. Bachelor's degree in Social Work, International Development or other related field.

2. Ability to travel internationally.
3. 2+ years of international ministry/work experience.
4. Cultural understanding and respect is required to handle sensitive international issues and maintain international relationships.
5. Ability to use a PC/Mac and software programs, including but not limited to Microsoft Word and Excel and Google Office.
6. Strong organizational skills for handling several projects at one time.
7. Excellent interpersonal communication skills.
8. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
9. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
10. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities:

This position oversees interns and volunteers as assigned.

Created: November 29, 2018