



MINISTRY DESCRIPTION

Title: Women's Empowerment Specialist
Division: Program
Working Group: International Program (IP)
Reports to: Knowledge Management Director

Schedule: Regular, part-time
FLSA: Exempt

Ministry Function: The Women's Empowerment Specialist supports the ministry of Convoy of Hope through Women's Empowerment programming oversight, including assessment, design and development, training, and field staff coaching.

Essential Duties & Responsibilities:

1. Design and develop Convoy of Hope Women's Empowerment programming standards and evidence-based best practices in alignment with Convoy of Hope Women's Empowerment focus empowerment areas and in collaboration with the Women's Economic Empowerment Specialist.
2. Facilitate field staff coaching specific to Women's Empowerment programming standards in order to improve program effectiveness and achieve desired project outcomes.
3. Analyze and disseminate briefs on interventions related to Women's Empowerment in existing and prospective program countries.
4. Travel to assess, train, and/or implement program initiatives in the field as approved.
5. Advise on the development and delivery of educational programming, curriculum, and training to ensure effective and culturally relevant implementation.
6. Collaborate with IP Specialists to develop programming standards and initiative integration in conjunction with the Women's Economic Empowerment Specialist.
7. Support IP leadership in developing Women's Empowerment program standards and strategy for implementation to achieve regional goals in conjunction with the Women's Economic Empowerment Specialist.
8. Collaborate with Monitoring & Evaluation staff to develop Women's Empowerment data collection methods.
9. Advise on the development of new opportunities for Convoy of Hope through partnerships, universities, governments, and the private sectors.
10. Responsible to manage Headquarters Women's Empowerment specialist team members in task and project management.
11. Research and development of aligned innovative strategies for field implementation.
12. Advocate on behalf of Convoy of Hope through external representation, networking with appropriate organizations and collaborating with partners with approval.
13. All other duties as assigned.

Required Knowledge, Skills & Abilities:

1. Bachelor's degree required. Master's degree in international development, economics, gender studies, instructional design or other related fields is preferred. Dual masters, earned Ph.D, or Ph.D candidate in a discipline relevant to the position also is preferred.
2. International travel experience required; international work experience preferred.
3. Ability and willingness to travel internationally as requested, often on short notice.
4. 5+ years of international development, business, or nonprofit experience.

International work experience (preferably for women), including working or living in a developing country.

5. Cultural understanding and respect is required to handle sensitive international issues and maintain international relationships.
6. Advanced computer knowledge and experience on software platforms required.
7. Demonstrated leadership and organizational and effective project management skills
8. Excellent written, oral, interpersonal, and presentation skills.
9. Ability to coach and train individuals from various cultural backgrounds
10. Ability to design and facilitate training in person and online for learning across cultures and subjects.
11. Competent in writing technical resources and manuals, curriculum design, and developing tools to build capacity of field staff as needed.
12. Proficiency in a secondary primary language is preferred.
13. 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.
14. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
15. 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 Women's Empowerment staff, interns, and volunteers as assigned.

Created: June 2,2020