



MINISTRY DESCRIPTION

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

Schedule: Regular, full-time
FLSA: Exempt

Ministry Function:

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

Essential Duties & Responsibilities:

1. Provide technical assistance and expertise specific to Family Health and Girls' Empowerment, including leading the development of Convoy of Hope Family Health and Girls' Empowerment Standards in collaboration with Community Health Specialist and Women's Economic Empowerment Specialist.
2. Design and develop Convoy of Hope Girls' 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.
3. Ability to collaborate with the Convoy of Hope specialist team for program integration as needed and to coordinate efforts with other Convoy of Hope international programming when appropriate, *i.e.*, overlap with community health and Women's Empowerment.
4. Lead curricula development for Family Health and build upon current Girls' Empowerment tools in collaboration with the Community Health Specialist and Women's Economic Empowerment Specialist, placing a specific focus on integrating biblically based principles.
5. Facilitate field staff coaching specific to Girls' Empowerment and Family Health programming standards in order to improve program effectiveness and achieve desired project outcomes.
6. Support the Community Health Specialist in Children's Feeding initiative curricula development and tool revision as it relates to Family Health.
7. Training in and developing nutrition assessment skill set, including Anthro and AnthroPlus softwares.
8. Analyze and disseminate briefs on interventions related to Family Health and Girls' Empowerment in existing and prospective program countries.
9. Collaborate with Monitoring & Evaluation staff to develop relevant data collection methods.
10. Travel to assess, train, and/or implement program initiatives in the field as approved.
11. Advise on the development and delivery of educational programming, curriculum, and training to ensure effective and culturally relevant implementation.
12. Advise on the development of new opportunities for Convoy of Hope through partnerships, universities, governments, and the private sectors.
13. Research and development of aligned innovative strategies for field implementation.
14. Advocate on behalf of Convoy of Hope through external representation, networking with appropriate organizations and collaborating with partners with approval.

15. All other duties as assigned.

Required Knowledge, Skills & Abilities:

1. Master's degree in international development, public health with focus in social work, child psychology, maternal and child health, or other related fields is preferred. Bachelor's degree is required.
2. 5+ years of international development, business, nonprofit experience.
3. International travel experience required; international work experience preferred.
4. Ability and willingness to travel internationally as requested, often on short notice. 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(s) 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: September 24, 2020
Revised: October 2, 2020