

Employment Opportunity

Program Officer



CBM

*embracing a broken world
through word & deed*

Canadian Baptist Ministries' (CBM) goal is to encourage passionate discipleship in local and global mission. Through the support of Canadian Baptist conventions and unions, CBM exists to serve local churches in their mission efforts. CBM works strategically with and through a network of partners in 13 priority fields in such ministries as sustainable community development, grassroots leadership formation, global discipleship, and pioneer outreach.

CBM is seeking a Program Officer to work in the International Partnerships Department, reporting to the International Programs Manager. The geographical focus for this work will be Latin America and Rwanda. The Program Officer takes key responsibility for communicating with our international partners to process project proposals and progress reports for the purpose of monitoring projects, evaluating results and reporting to funding organizations. The position assists in partner training and capacity building.

Duties and Responsibilities include:

PROGRAM/PROJECT MONITORING & REPORTING

- Review, revise and provide feedback to partners on project/program proposals
- Prepare proposals and reports for DFATD, CFGB, and other funding organizations
- Track project/program status and ensure follow-up of outstanding issues
- Review project reports against expected results and provide feedback to partners
- Maintain project documentation files
- Design and revise monitoring tools, tracking documents and report templates
- Extract applicable narrative project information and photo resources for communications materials

PARTNER CAPACITY BUILDING

- Assist international partners in program design, monitoring and evaluations ensuring appropriate implementation of programming policies and guidelines
- Train international partners in project management by providing feedback to partners on proposals and reports (may include international travel).

COMMUNICATIONS SUPPORT

- Assist in the preparation of special topic and/or highlights presentation materials
- Present CBM's work and updates to members of the Canadian Constituency (Churches, Mission Groups, Mission Festivals etc.)

GENERAL ACTIVITIES

- Attend weekly CBM Chapel and contribute to the overall spiritual growth of the organization
- Other duties as assigned e.g. kitchen duty, assistance with special events

Skills & Knowledge Required:

- Must accept CBM's Core Values (see www.cbmin.org)
- Willing to sign CBM's Lifestyle Agreement and Child Protection Policy
- Attend weekly in-house Chapel and contribute to the overall spiritual growth of the organization
- BA in International Development Studies or related field; minimum of 2 years field experience in the development field
- Solid understanding/experience with Results-Based Management (RBM) project /program monitoring and evaluation in a partnership environment
- Strong report and proposal writing skills; experience with proposal writing for funding organizations preferred
- Strong organizational skills and ability to prioritize tasks
- Awareness and sensitivity in cross-cultural communication; cross-cultural experience preferred
- Strong training and facilitation skills
- Able to take initiative with little supervision
- Excellent interpersonal/networking skills
- Availability and ability to travel internationally
- Fluency in Spanish

Submit resume and cover letter by e-mail to membercare@cbmin.org by Nov 20, 2014

The position will be held open until a suitable candidate is found.

Thank you for your application; however, only those selected for an interview will be contacted.