

# Employment Opportunity: Regional Program Officer



Canadian Baptist Ministries (CBM) is seeking a full time Regional Program Officer (focus: Latin America). Duties include assessment of project proposals, preparation of project agreement documents, ongoing monitoring and final evaluations. The spectrum of projects ranges from community development to theological education. The position will assist CBM staff members and national church leaders to conduct needs assessments and construct project proposals using the RBM format. The right candidate will have demonstrated competence in the areas of participatory methodologies, the collection of baseline data, the creation of appropriate outcomes along with indicators that measure progress and impact. The Regional Program Officer reports to the Director, The Sharing Way.

## **Duties and Responsibilities include:**

### **PROGRAM/PROJECT MONITORING & REPORTING**

- Review, revise and provide feedback to partners on project/program proposals
- Review project reports against expected results and provide feedback to partners
- Assist in the preparation of proposals and reports for CIDA, CFGB, SCIC and other funding orgs.
- Track project/program status and ensure follow-up of outstanding issues
- Maintain project documentation files (paper and electronic)
- Design and revise monitoring tools, tracking documents and report templates
- Extract narrative project information and photo resources for communications materials
- Maintain regular contact with staff and partners regarding projects

### **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 through feedback on proposals and reports
- Travel to partner sites to provide monitoring, evaluation and training

### **COMMUNICATIONS SUPPORT**

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

### **SERVICE ACTIVITIES**

- Attend weekly CBM Chapel and contribute to the overall spiritual growth of the organization
- Other duties as assigned

### **Skills & Knowledge Required:**

- Must accept CBM's Core Values (see [www.cbmin.org](http://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 (preferably in Latin America)
- Solid understanding/experience with RBM and proposal writing
- Strong organizational skills and ability to prioritize work
- Ability to teach/explain in both formal and informal settings
- Awareness and sensitivity in cross-cultural communication; cross-cultural experience preferred
- Strong writing/communication skills
- Strong public speaking/engagement skills
- Excellent interpersonal/networking skills
- Availability and ability to travel internationally
- Fluency in second language preferred (Spanish)

Submit resume and cover letter by e-mail to [membercare@cbmin.org](mailto:membercare@cbmin.org) no later than August 4, 2010 or until a suitable candidate is found.

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

Canadian Baptist Ministries' (CBM) goal is to encourage passionate discipleship in local and global mission. Through the support of a Canadian Baptists, 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.