

Program Manager - Outtatown Discipleship School
Full-time, Salaried – Commencing June 1, 2018

As one of two Program Managers for CMU's Outtatown Discipleship School, this position is integrally involved in the planning, management and implementation of programming. Under the Director of Outtatown, and in cooperation with other Outtatown staff, this person must have the capacity to contribute to the realization of the mission and purpose of the program, and be able to make a significant contribution to the administrative work that needs to be accomplished.

Responsibilities:

Planning & Administration

- Assist in all planning, scheduling, budget preparations and supervise site finances
- Book all travel locations, including; accommodations, adventure, learning, and service opportunities
- Maintain relationships with country and ministry partners; including in person visits
- Prepare curriculum resources for sites, including; orientation/debrief materials, cultural training, etc.
- Maintain regular contact with sites (including travel) and provide mentoring and support as needed
- Study and keep up to date on culture, current events, history, and politics of travel locations (with emphasis on Guatemala)

Staff Leadership

- Assist in the hiring of new staff, includes; interviewing and referencing
- Assist in planning and giving leadership to all staff training and debrief sessions
- Mentor/coach site leaders, including; spiritual/prayer, emotional, logistical, and administrative support
- Travel to sites to provide support and encouragement to site leaders and partners

General Duties

- Enrolment - review and accept student applications
- Finances - pay invoices on a weekly basis (instructors, accommodations, office expenses, etc.)
- Events - plan, organize, execute events for staff and students
- Crisis Management - assist sites with urgent or challenging situations as needed
- Program promotion - work in cooperation with CMU's Enrolment department

Qualifications:

- Commitment to the Christian faith and to the mission of Outtatown and CMU
- Undergraduate degree required, along with relevant ministry experience
- Strong interpersonal skills, organizational abilities and the willingness to work independently and with other employees in a team-oriented environment
- Passion for Christian discipleship and experience-based learning
- Commitment to personal growth and the ability to be a strong mentor to the site leaders
- Experience with international travel, learning and service ministry
- Flexible schedule, occasional evenings/weekends and ability to travel
- Computer literacy and competency in office management systems, familiarity in using social media platforms (Facebook, Instagram, etc.)
- Spanish Language skills an asset

Inquiries should be directed to Dianna Robson, Director of Human Resources or Cam Priebe, Director of Outtatown Discipleship at 204-487-3300. Applications will be reviewed upon receipt and will be accepted until this position is filled. Applicants should email a resume (PDF or Word document) along with the names of three references, in confidence to hrdirector@cmu.ca or to Director of Human Resources, Canadian Mennonite University, 500 Shaftesbury Blvd. Winnipeg, MB R3P 2N2