



JOB DESCRIPTION

ABS Title:	Program Associate
Incumbent:	TBD
Reports to:	Bagudekia Alobeyo and Harriet Hill, Program Directors
Department:	Restoration Ministry Unit
Area:	Global Scripture Ministries (GSM)
FLSA:	Exempt
Date:	July 2012
Location:	Valley Forge Office

JOB PURPOSE

The Program Associate will provide a sound research, planning and execution platform for these high-growth, innovative and early-stage program areas. Program Directors will coordinate the shared duties by crafting specific projects and carefully allocating duties that require ongoing time commitments.

Trauma Healing Institute: Assist the Program Director to manage projects related to program development especially in the areas of publication, distribution and adaptation of Healing the Wounds of Trauma: How the Church Can Help.

She's My Sister: Assist the Program Director to effectively manage and oversee ABS programs in Africa's Great Lakes region with a particular emphasis on developing program plans for and managing relationships with US and other Bible Society partners.

ESSENTIAL FUNCTIONS

The Program Associate will contribute to rapid program growth in income and impact by increasing Directors' capacity in these following areas:

Trauma Healing Institute

Trauma Healing Database and reports of program activity: Ensure that the Trauma Healing database is up-to-date with reports from all programs (within Bible Societies and partners) and produce regular reports on materials (translations, stock), facilitators, impact numbers for the dashboard, and so forth. Analyze the in-coming data to signal to the program director significant issues and trends.

Publication of Trauma Healing materials: manage license agreements, digital repository of all materials, on-line publications, royalty payments, and so forth.



Website: respond to simple inquiries. Pass on more complex ones.

General assistance: Other duties as needed, including occasional clerical work.

She's My Sister

- *Partner Services:* Ensure the timely development of approved project plans, release of funding and local execution of Alliance and Partner programs. This includes developing and managing the emerging SisterPairs program that connects and tracks relationships between funding and implementing partners. Occasional Alliance agreements will also need to be shepherded through their own development process as well.
- *Project management:* Project pipeline and program budget management.
- *General assistance:* Other duties as needed, including occasional clerical work.

ESSENTIAL SKILLS

- Strong organizational skills; detail oriented, deadline-driven, loves checklists.
- Thrives in a dynamic environment where routine is valued but needs to be created.
- Loves to apply simple technology solutions to increase efficiency
- Problem solving, self-motivated, and responsible.
- Creative, with excellent verbal and written communication skills
- Effective in working and relating to people of diverse culture and backgrounds
- Ability to read, write and speak another language (French, Spanish, Arabic, etc.) is desired but not required for a candidate who satisfies other key requirements.

EDUCATION AND/OR TRAINING

- Bachelor's degree required, Master's in a related field preferred.
- Experience working with an international NGO highly desirable.
- Proven project planning and project management skills.
- At least some cross-cultural experience.
- Proficient in MS Office applications: Excel, Word, PowerPoint.
- Comfortable using social media (Facebook, etc.) desired but not required.

WORKING CONDITIONS

- Located in Valley Forge, PA.
- Must take part in at least one Convening and one Equipping session outside of the US.
- Must work with at least one national Bible Society program director outside the US to test and refine field-based reporting and database entry practices.
- Requires limited domestic and international travel.

She's My Sister, an AMERICAN BIBLE SOCIETY initiative
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