



## PROGRAM MANAGER

### Job Description

**Position:** Program Manager

**Supervisor:** Executive Director

**ABOUT FRANCISCAN MISSION SERVICE:** Inspired by the examples of St. Francis and St. Clare, Franciscan Mission Service shares and receives God's unconditional love across borders through a way of life that centers marginalized voices and focuses on living out the Gospel values of intercultural encounter, radical inclusion, authentic humility, and transformative justice.

**POSITION DESCRIPTION:** The Program Manager will manage the Overseas Lay Mission (OLM) Program, one to two-week domestic and international short-term mission and global awareness trips, alumni relations, and some aspects of the one-year DC Service Corps (DCSC) program. The Program Manager will consistently communicate and promote the philosophy, policies, and practices of Franciscan Mission Service.

#### **SCOPE OF RESPONSIBILITIES:**

##### **Supervision**

- Oversee at least one direct report in Washington, DC (Programs Associate).
- Oversee all international lay missionaries.

##### **Lay Missioner Discernment and Recruitment**

- Create and lead recruitment strategy.
- Coordinate all aspects of Discernment Days ("come and see" events and interviews for missioner candidates).

##### **Lay Missioner Formation and Re-entry Retreat**

- Coordinate the 3-month Formation and 2-week Re-Entry Retreat.
- Arrange regular one-on-one check-ins with each candidate offering pastoral support.

##### **Support and Accompaniment of International Lay Missioners**

- Coordinate and conduct communications with missioners abroad: regular correspondence, email, video calls, navigating emergencies.

- Manage missionary quarterly reporting and self-reflection documentation to staff.
- Oversee all missionary paperwork, health insurance, background checks, medical clearances, language school, visas, plane tickets, monthly stipends, etc.

### **Short-term Mission and Global Awareness Trips**

- Promote, coordinate and lead international trips including logistics, programming, reflections, communication with participants, etc.

### **General/Other**

- Design and facilitate week-long formation curriculum and week-long re-entry programming for the OFM Brothers Walking Together Program.
- Participate in FMS events, including the annual gala and mission appeals.
- Assist Executive Director/staff with other responsibilities as needed.

### **QUALITIES AND EXPERIENCE DESIRED:**

- Bachelor's degree.
- A demonstrated familiarity with and appreciation of the Franciscan Charism, Catholic Social Teaching, and the Catholic faith.
- Demonstrated personal spiritual life. Comfortable leading a faith-based team in communal prayer.
- At least one year of mission or work experience in a cross-cultural international setting.
- Exceptional oral and written communication skills.
- Outstanding time management skills and ability to juggle multiple projects at once
- Ability to relocate to the Washington, D.C. area for in-person work with one day per week of remote work available.
- Ability and willingness to work from a non-traditional work environment for 3 months of the year (at the FMS missionary house vs. the FMS office).
- Ability and willingness to travel internationally and domestically (2-6 trips per year).
- Spanish language proficiency preferred, but not required.

*This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization. Employees must be fully vaccinated against COVID-19. FMS offers outstanding benefits, including 20 accrued annual vacation days, 13 accrued annual sick days, and 15 paid holidays.*

*FMS encourages applications, even if one's experience is not a 100% match with the position. We are seeking someone with relevant skills and experience, not a checklist that exactly matches*

*the job description. This is an opportunity for a talented leader to grow in leadership and to deepen FMS' mission. The Program Manager will become part of a collaborative and supportive team focused on faith-based justice and will work in a culture that supports one's holistic well-being.*

**Applicants should submit a cover letter and resume to Executive Director Liz Hughes at [jobs@franciscanmissionservice.org](mailto:jobs@franciscanmissionservice.org).**