



## 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, activities and attend events.
- Maintain timely communication with and accompany applicants/candidates.
- Oversee application process/candidate vetting.
- Coordinate all aspects of Discernment Days (“come and see” events and interviews for missioner candidates).

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

- Design and execute the week-long Joint Orientation for Overseas Lay Mission and DC Service Corps Programs.
- Coordinate the 3-month Formation and 2-week Re-Entry Retreat, including curriculum planning, logistics, scheduling committed presenters for workshops, facilitating several of the required workshops and discussions, and

coordinating/leading daily prayer, reflections and all related liturgies, Commissioning Mass, etc.

- Organize weekly ministry opportunities in the DC area for Formation candidates.
- Arrange spiritual direction for candidates during formation program.
- Design and facilitate Mid-Formation and End-of-Formation retreats.
- Coordinate a week-long Collaborative Formation Gathering (CFG) with other international mission organizations based out of other cities.
- Arrange regular one-on-one check-ins with each candidate offering pastoral support.
- Schedule all Tuesday Formation sessions for DC Service Corps participants from August-November and support Associate Director with additional ones, if needed.
- Organize and lead Country Invitation Process with candidates and set up regular discernment meetings with Executive Director to determine country placements.
- Deepen partnerships with Franciscan religious sisters and brothers who send candidates to participate in the FMS 3-month Formation program and accompany participants.

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

- Coordinate and conduct communications with missioners abroad: regular correspondence, email, video calls, navigating emergencies.
- Manage missioner quarterly reporting and self-reflection documentation to staff.
- Guide missioners in issues of personal growth, spirituality, community challenges and well-being via regular video call check-ins (at least quarterly, but often monthly).
- Oversee all missioner paperwork, health insurance, background checks, medical clearances, language school, visas, plane tickets, monthly stipends, etc.
- Train, support and review all missioner-led support-raising efforts.
- Conduct annual site visits with at least 1-2 international mission sites per year.
- Correspond regularly with international partners in order to sustain partnerships.
- Maintain contact with returned missioners to encourage “lifelong mission” and ongoing mission opportunities. Support programmatic alumni engagement.

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

- Promote, coordinate and lead international trips including logistics, programming, reflections, communication with participants, etc.
- Support the Associate Director with promoting, coordinating, and leading the DC trip.

## **General/Other**

- Design and facilitate week-long formation curriculum and week-long re-entry programming for the OFM Brothers Walking Together Program.
- Contribute to on-going strategic planning and on-going work in Diversity, Equity Inclusion and Antiracism efforts at the organizational-level.
- Participate in regular staff meetings, program reporting and program planning.
- Assist and participate in all major FMS events, including the annual benefit event.
- Serve as an ambassador for FMS for annual mission appeals at churches, recruitment events, conferences and other important gatherings.
- Maintain a working relationship with other lay mission programs: Maryknoll Lay Missioners, Society of African Missions, Columbans, Comboni, etc. and serve as liaison with other mission and international justice organizations.
- Serve as liaison with Franciscan Service Network (FSN): attend bi-monthly conference calls, support joint recruitment efforts and plan events for FSN program participants.
- Assist Executive Director/staff with other responsibilities as needed.

## **QUALITIES AND EXPERIENCE DESIRED:**

- Bachelor's degree in related field, such as degree in non-profit management, theology, missiology, international studies, education, or social work.
- 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.
- Experience in program development and implementation a plus.
- Prior supervisory experience a plus.

- Experience in group facilitation and workshop design a plus.

*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 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).**

**Interviews will begin in May and will continue until position is filled.**