**Franciscan Mission Service JOB DESCRIPTION**

**Position:** Program Manager

**Supervisor:** Executive Director

**About Franciscan Mission Service:** Inspired by the examples of St. Francis and St. Clare, FMS 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 various aspects of programming including: Overseas Lay Mission (OLM) Program, short-term mission and global awareness trips, alumni engagement, and the DC Service Corps (DCSC) program.

**Scope of Responsibilities:**

**Overseas Lay Mission Program**

* Lead screening and placement of all potential Lay Missioner candidates
* Design and coordinate discernment process for missioner candidates including possible in person Discernment Days
* Design and implement 3-month Formation program and Re-Entry retreat
* Offer pastoral support to each candidate through regular one-on-one check ins
* Coordinate and conduct communications with missioners abroad: regular correspondence, email, video calls, navigating emergencies.
* Manage missioner quarterly reporting and self-reflection documentation to staff.
* Oversee all missioner paperwork, health insurance, background checks, medical clearances, language school, visas, plane tickets, monthly stipends, etc.

**DC Service Corps**

* Design and implement year-long formation experiences and programming for DC Service Corps community including Orientation, weekly formation, and two retreats.
* Arrange regular one-one check-ins with each DC Service Corps member
* Coordinate with Associate Director for effective communication with DC Service Corps members and site partners and to share information

**Short-term Programming**

* Promote, coordinate and lead Short Term Mission Trips including logistics, programming, reflections, communication with participants, etc.
* Design and facilitate week-long formation curriculum and week-long re-entry programming for the OFM Brothers Walking Together Program.

**Supervision**

* Oversee at least one direct report in Washington, DC (Programs Associate).
* Oversee all international lay missioners and DCSC volunteers.

**General/Other**

* Plan liturgies for opening and closing of each program
* Actively engage in the planning and implementation of participate in FMS wide events, including the annual gala and mission appeals.
* Assist Executive Director/staff with other responsibilities as needed.

**Qualities and Experience Desired:**

* Bachelor’s degree or relevant work experience.
* 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
* Flexibility and adaptability for changes in office environment (at the FMS missioner 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. FMS offers outstanding benefits, including 20 accrued annual vacation days, 13 accrued annual sick days, and 15 paid holidays.*

*The FMS Office is located in Washington DC and positions are currently hybrid in nature with in office time and remote work scheduled each week. 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 Maggie Conley at** [**jobs@franciscanmissionservice.org**](mailto:jobs@franciscanmissionservice.org)**. Applications will be accepted until position is filled, and review of applications will begin November 22.**