

For over 75 years, Episcopal Relief & Development has been working together with supporters and partners for lasting change around the world. Each year the organization facilitates healthier, more fulfilling lives for more than 3 million people struggling with hunger, poverty, disaster and disease. Inspired by Jesus' words in Matthew 25, Episcopal Relief & Development leverages the expertise and resources of Anglican and other partners to deliver measurable and sustainable change in three signature program areas: Women, Children and Climate.

Program Officer

The Program Officer leads Episcopal Relief & Development's response to disasters in the US while supporting Episcopal Relief & Development's Core Values and strategic goals. You will work with program staff, US diocesan partners and other agencies to meet the needs of those affected immediately following the event and over subsequent years by implementing community-centered, asset-based disaster response programs, training diocesan volunteers and managing disaster response partnerships.

As Program Officer you will:

- Coordinate disaster responses, including analyzing disaster assessments and planning response and recovery programs
- Manage disaster response program relationships including, but not limited to program design, planning and monitoring
- Collaborate with partners on proposal development, budget and reporting requirements, ensuring transparency and accountability
- Coach responding dioceses to develop resilient systems and improved preparedness in the aftermath of disasters
- Provide technical assistance to the Caribbean and Latin American dioceses of The Episcopal Church on disaster risk reduction and response management
- Identify and disseminate best practices, successful methodologies and lessons learned from response partners with internal and external audiences
- Liaise with volunteers to provide ongoing support and accompaniment to disaster-impacted dioceses
- Develop educational materials and train diocesan volunteers and partners on best practices
- Partner with colleagues to ensure the preparedness program equips leaders with the necessary skills and relationships

You Are:

- A confident communicator with excellent verbal and written skills who has sound judgment and manages sensitive situations with discretion and confidentiality
- A detail-oriented multi-tasker who is adept at managing competing priorities and meeting deadlines in a fast-paced environment
- A self-starter who takes initiative; you know how to bring people together and get things done
- An enthusiastic team member who is excited to work cross-functionally with other departments, dioceses, partners, volunteers and peer agencies with tact, diplomacy and sensitivity to cultural diversity

You Have:

- A shared commitment to Episcopal Relief & Development's values, principles and philosophy
- A Bachelor's Degree or equivalent experience
- An Advanced Degree such as MDiv, MPH, MPA (preferred)
- Fluency in English and Spanish
- A minimum of three (3) years of US program management experience, preferably in a church-based context
- A proven track record in designing and managing community-based programs
- A minimum of one (1) year of government and foundation grant management
- Demonstrated critical analysis, problem-solving and conflict resolution skills
- The ability and willingness to travel up to 30-40% of the time and work a varied schedule including evenings and weekends

How To Apply:

Email resume and cover letter to careers@episcopalrelief.org with the subject line "Program Officer." For more information, visit our website at www.episcopalrelief.org.

* Generous benefits package offered.

** Episcopal Relief & Development provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other legally protected status.*

Episcopal Relief & Development offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time.