



Christ-Centered Education Officer Bolivia

Position Description

Organization Summary

The vision of Edify is to see Flourishing, Godly Nations, and we seek to accomplish this by improving and expanding sustainable Christ-centered education globally. Edify is a non-profit organization registered in the U.S. since 2009 and now has operations in 14 countries, including Burkina Faso, the Dominican Republic, Ecuador, Ghana, Guatemala, Liberia, Uganda, Ethiopia, Peru, Sierra Leone, El-Salvador, Panama and Rwanda. Edify serves low-fee independent Christ-centered schools through three primary avenues, including loans, training and education technology.

Learn more at www.edify.org

Location:	La Paz, Bolivia City
Start Date:	February 1, 2024
Reports To:	Bolivia Country Director

Position Summary:

Edify Bolivia promotes holistic and high-quality Christ-centered education in partnership with low-fee independent Christ-centered schools. The Edify Christ-Centered Education Officer (CCEO) is a full-time position and serves a facilitative role. The CCEO is responsible for contributing to the strategic direction and coordination of Edify's efforts to effectively integrate Christ-centered values and principles into its educational programs and other school interventions in Bolivia. The CCEO will support, facilitate, coach, and provide training and technical assistance to partner schools to assist them in maximizing their effectiveness in Christ-centered education.

As part of their commitment to strengthening Christ-centered education in a holistic manner, the CCEO will support Edify's work in sustainability/business transformation, EdTech, education, and spiritual transformation.

Work Environment

This position will be based in La Paz, Bolivia City There will also be collaboration with Edify's regional and global teams in the other countries where Edify operates. The atmosphere of Edify is one where you can expect to perform widely varied tasks related to Christ-centered education.

Edify believes in the importance of using local resources in order to avoid duplication and build local capacity. Most of its program activities are, therefore, implemented in partnership with local lending and training organizations. The CCEO will be responsible for designing, implementing, following up and assessing Edify's programs for Christ-centered education. S/he will act as a coach and mentor for leaders of Edify partner schools and will work closely with other members of the Edify team, along with performing any other related tasks as required.

Primary Responsibilities

Relationship Management

- Develop and manage relationships with Edify partner schools.
- Develop and manage relationships with Edify's current Christ-centered education partners and local Christian school networks.
- Collaborate regularly with other Edify program staff, training partners, and stakeholders for the effective coordination of all planned training activities.
- Proactively develop other relationships with Christ-centered schools, organizations and other strategic partners that would facilitate growth in the program.
- Develop and maintain good relationships with departmental, regional and global teams.
- Facilitate the formation of school transformation committees (STCs) and discipleship clubs (DCs) among partner schools.
- Facilitate the formation of Christ-centered school networks.
- Attend national, regional and global prayer events.

Training Activities

- Visit partner schools regularly to consult with school owners, head teachers and school administrators to improve educational outcomes based on Edify's outcomes Map.
- Facilitate training on biblical worldview, leadership, and teaching skills so as to promote professional and character development. Manage and supervise all training conducted by other service providers.
- Develop, monitor and assess implementation of training in the schools through consultations with school owners, head teachers, school administration and teachers.
- Support the implementation of training principles in the schools through school follow up visits with teachers and school leaders.
- Offer a technical functional role or roles (Discipleship, Education, Education Technology, or Sustainability) in his/her area(s) of operation.
- Ensure all partner schools are clustered in partner-led, small professional learning communities with leadership in place.

Strategy, Planning and Implementation

- Support Edify leadership in implementing strategic plans in general and Christ-Centered Education in particular.
- Participate in establishing and supervising Edify's Christ-Centered Education strategy, setting short-term objectives and assessing progress.
- Provide effective oversight of day-to-day operations of Christ-centered Education training programs.
- Communicate Edify's Christ-Centered Education strategy to staff, other departments, partner schools, and other stakeholders.

- Ensure the Outcome Map is understood by partner schools and program goals are attained as intended. Ensure effective program coordination (planning, organizing, leading and assessment) and reporting is done on a regular basis.
- Ensure effective database management (data entry, data management and report use).
- Ensure that at least 10% of the client Schools are well prepared to be able to graduate to the Core program after a period 1-3 years.
- Study and identify schools' needs (Training, Financial and Technology, etc.) as well as potential.

Reporting

- Provide monthly reports to Edify and other stakeholders, including an executive summary, supported by key metrics for training programs, Christ-Centered Education impact, curriculum development and program initiatives.
- Collaborate with the Edify-US development department, global services, field staff, partner schools, and lending and training to collect stories of the impact relating to Christ-Centered Education and other notable educational improvements as a result of the programs in the region.
- Submit weekly updates, monthly and quarterly reports on both Core & Client Schools in Salesforce and other reporting platforms/templates as required.

Experience Required

- Minimum of a bachelor's degree in education, accounting and finance, computer science, or a related field. A master's degree is an added advantage.
- 3-5 years' work experience in education, international development, community development, and/or youth development.
- Experience in the education sector as administrator, educator, or consultant preferred.
- Experience in Christian ministry leadership is highly desirable.
- Experience in designing programs and budgets.
- Experience as a coach/mentor.

Additional Requirements

- Personal confession of faith in Jesus Christ and commitment to Edify's mission
- Living example of servant leadership, humble and willing to learn
- Passionate about Edify's mission and alleviating global poverty
- High degree of integrity
- Excellent time management skills and ability to take self-directed initiative to achieve agreed upon goals
- Ability, willingness, and flexibility to learn
- Highly proficient in collaborating with diverse stakeholders and teams
- Must be capable of designing and delivering effective presentations
- Strong leadership development skills
- Excellent communication skills, both written and verbally
- Fluency in English and Spanish

- Highly proficient in writing reports and proposals
- Strong technology skills (Google Drive, database entry, email/WhatsApp communication)
- Reflective practitioner with a strong desire to learn, innovate, and grow

Travel

The position includes significant travel throughout Bolivia In addition to local and regional travel, Edify holds an annual all-staff meeting, alternating in a US-based or international location each year. Travel would be required to attend this meeting.

Additional Details

Background check: Successful completion of a pre-employment background check.

Degree Verification: Persons offered employment in this position will be required to provide official education transcripts for degree verification purposes.

Position Availability: This position will be accepting applications through January 20, 2024

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