



Christ- Centered Education Officer

Location: Peru

Position Description

Organization Summary

Edify's mission is to improve and expand sustainable, Christ-centered education globally. Edify is a nonprofit organization registered in the U.S. since 2009. It now has operations in Bolivia, Burkina Faso, Ecuador, El Salvador, Dominican Republic, Ghana, Panama, Liberia, Sierra Leone, Ethiopia, Guatemala, Uganda, Peru, and Rwanda.

Learn more at www.edify.org

Location: Lima, Peru

Start Date: May 1, 2024

Reports to: Country Director

Position Summary:

The Edify Christ- Centered Education Officer (CCEO) is a full-time position in Peru. CCEO need to have a strong commitment to integrating Christian values into educational programs. Skilled in relationship management, the CCEO establishes and manages partnerships with current Christian training partners and local Christian school networks. They proactively seek out new relationships to facilitate program growth, while assessing the integration of Christian values and the spiritual development within schools. The CCEO conducts school visits, provides training to school leaders, and oversees training conducted by other service providers. They monitor the implementation of impact assessment programs, ensure the Salesforce database is up to date, and host visits from donors and stakeholders. Additionally, the CCEO plays a key role in reporting, generating metrics, and communicating Christian transformation and educational improvements through stories and blog posts.

Work Environment

This position will be a full-time position based in Lima. There will also be a collaboration with Edify's global team in the other countries where Edify operates. The atmosphere of Edify is one where you can expect to perform widely varied tasks related to Christian training and transformation in education.

Edify believes in the importance of using local resources to avoid duplication and build local capacity. Most of its program activities are, therefore, implemented in partnership with local micro-finance and training organizations.

In collaboration with the Edify Peru Christ- Centered Education team, the Christ- Centered Education Officer will be responsible for designing, implementing, and assessing Edify's programs for Christian training and transformation in Peru.

S/he will act as a coach and mentor for Edify partner school leaders. Additionally, the CCEO will support training activities on general education subjects, and any other tasks as required.

Primary Responsibilities

Relationship Management

- Develop and manage relationships with Edify's current Christian training partners in Peru and local Christian school networks.
- Proactively develop other relationships with Christ-centered schools, organizations, and other strategic partners that would facilitate the program's growth.
- Assess the integration of Christian values and spiritual development within the school environment.
- Assess the sustainability and spiritual side of the colleges

Training Activities

- Visit partner schools regularly in consultation with head teachers and school administrators to improve educational outcomes
- Conduct school leader training regarding general education subjects as well as Christian character development
- Manage and supervise all training conducted by other service providers
- Develop, monitor, and measure implementation of training in the schools through direct school follow-up visits with head teachers and school administration
- Organize and facilitate visits to partner schools, ensuring a smooth and informative experience.
- Collaborate with relevant stakeholders to coordinate schedules and logistics.

Strategy, Planning, and Implementation

- Support the Country Director and Vice President of Latam and Regional Director of Christ-Centered Education in implementing the strategic plan
- Establish and supervise Edify's spiritual integration strategy, setting short-term objectives and assessing progress.
- Direct hands-on oversight of day-to-day operations of Christian transformation and education training programs.
- Communicate Edify's spiritual integration and training strategy to donors, management, staff, field partners, and other stakeholders.

Monitor the implementation of Edify's Impact Assessment program:

- Ensure proper implementation of the Impact Assessment program across partner schools.
- Track and analyze data to assess the effectiveness of Christian transformation initiatives.
- Coordinate the SSA, ensuring accuracy and consistency.
- Provide guidance and support to staff involved in survey administration.

Manage Database (Salesforce)

- Ensure the Salesforce database is up to date and current
- Enter new loan and training data into the database and update existing profiles.
- Facilitate information flow and address discrepancies between Edify and partners.

Host visitors:

- Coordinate and plan visits from donors, managers, and other Edify visitors

Reporting

- Provide monthly reports to Edify and other stakeholders, including an executive summary supported by key metrics for training programs, Christian transformation impact, curriculum development, and program initiatives.
- Collaborate with Edify-US senior management, lending partners, field staff, school loan clients, and other partners to collect stories of the impact relating to Christian transformation and other notable educational improvements resulting from the Edify programs.
- Generate key metric reports on impact evaluation as requested.
- Prepare a bi-annual 2-page report on findings, results, observations, and suggestions for improvements regarding English initiatives.
- Collaborate with Edify consultants and Training Officer to develop the School Report Card.
- Present bi-annual reports to the Program Manager and senior management, sharing insights and recommendations.

Communication:

- Submit two (2) stories every quarter, highlighting Christian transformation and educational improvements.
- Write one (1) blog post per month, focusing on Christian transformation and notable educational improvements or relevant themes.
- Coordinate quarterly field updates with Edify staff, including preparation of presentations.

Experience Required

- Minimum of a bachelor's degree in education or a related field.
- 5+ years' work experience in international development, community development, or related field preferred
- Experience in the education sector as administrator, consultant, or educator preferred
- Experience in pastoral or other Christian ministry leadership is highly desirable.

Additional Requirements

- Personal confession of faith in Jesus Christ and commitment to Edify's mission.
- A living example of servant leadership, humble and willing to learn.
- Passionate about Edify's mission and alleviating global poverty.
- A 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
- Proficiency in Microsoft Office Suite including Excel
- Fluency in English and Spanish

Travel

The position requires significant travel throughout Peru and requires at least 30 school visits a month. 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 and any other required travel.

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.

[Click here to apply for this position](#)