

Liberia Mission, Inc.
Program Coordinator for Education
Job Posting
Mission Honduras International / Liberia Mission, Inc.
www.missionhonduras.com

Job Title: Program Coordinator for Education

Organization: Liberia Mission, Inc. / Mission Honduras International

Location: Blacktom Town, Lower Careysburg, Liberia (West Africa)

Description of Liberia Mission, Inc:

Liberia Mission, Inc. / Mission Honduras International (LMI/MHI) is seeking a highly motivated, creative, caring, organized and energetic individual to serve as Program Coordinator of Education for Liberia Mission in Liberia, West Africa.

Liberia Mission, Inc. (LMI) is a Catholic mission, including a school and boarding homes, located in Blacktom Town, Liberia. Liberia Mission is operated and funded by the U.S. based nonprofit Mission Honduras International (MHI). Liberia Mission is a community of love, learning, work and prayer. LMI works with poor and orphaned children - survivors of Liberia's recent civil war – creating an environment where the children learn to become future leaders in their families, communities, and country. Liberia Mission includes homes for boys and girls, St. Anthony of Padua School (grades K-9), and St. Michael Catholic Church. There are currently over 120 children who live in the mission's boarding homes and an additional 220 children who attend the school.

Job Description:

Overview: The Program Coordinator for Education (PC-Ed) is responsible for coordinating and addressing needs related to the mission school's development—administration, professional development, curriculum, resources, student support, etc.

The school is staffed with Liberian teachers and administration and bases its academic plan on the Liberian National Curriculum. The school hopes to expand to include the high school level.

For the school calendar year 2010-2011, needs of the school may include

- Administration (student admissions, monitoring tuition payments, collecting data, etc.)
- Assessing and addressing the needs of the teachers (classroom observations, teacher training, professional development, networking with other educational institutions, etc.)
- Fostering faculty collaboration and school spirit
- Curriculum development
- Creating support services for students
- Assisting in the classroom as necessary
- Researching possible collaborations with the Ministry of Education and/or with other schools/school networks
- Recognizing and articulating potential areas for school growth

Overall responsibilities of each Program Coordinator*:

*There are 3-4 Program Coordinators in addition to the Director. The Director and the Program Coordinators comprise Liberia Mission, Inc.'s leadership team.

- Is a positive role model for children and staff of the mission
- Is knowledgeable of mission operations: the Director and all Program Coordinators will rotate "on duty" responsibilities
- Participates in staff meetings
- Coordinates and develops the various aspects of his/her program area
- Helps with other aspects of the mission as necessary (for example, aiding in projects that are led by other Program Coordinators or that are general needs of the mission)
- Supervises projects and volunteers that fall under his/her program area as agreed upon with the mission director
- Is responsible for self-care and balanced living so as to foster healthy self, healthy relationships, healthy community and sustainable work

Requirements:

- Willingness to work and live on the mission site and respect its Catholic identity which guides the mission's practices and development
- Must have completed a BA/BS degree. Coursework in Education, Social Sciences, Business Administration, or other relevant field preferred.
- 1+ years of full-time work experience in primary/secondary education
- Ability to work independently with minimal supervision and with a proactive attitude
- Excellent project management skills
- Proven high level of organizational and analytical skills
- Good team player and ability to develop a sound working relationship with colleagues of different cultural and professional backgrounds
- Fluent in English and able to communicate clearly both verbally and in writing
- Ability to live and work with basic/low resources and persistent heat

Preferred Additional Qualifications:

- International experience / experience working and living overseas
- Experience working with children and youth, especially at-risk youth and/or those who have experienced trauma or who have other special needs
- Leadership experience working with teams of people from different cultural backgrounds
- Master's Degree in Education
- Leadership in an educational institution

Start Date:

Spring/Summer 2010 (may be negotiable). The school year begins in late August.

Length of Position:

Minimum commitment of 1 year. A commitment of 12 -15 months is preferred. Candidates wishing to serve longer are strongly encouraged to apply.

Compensation:

LMI/MHI will assist the Program Coordinator for Education in conducting his/her own fundraising effort to support travel expenses to Liberia. LMI/MHI offers benefits, which include the Program Coordinator's room and board (food, a shared furnished room, basic personal supplies), coverage of visa costs, and coverage of basic vaccination and international travel health insurance costs.

How to Apply:

If you feel the call to serve at Liberia Mission, Inc. and feel that you have the required skills and competencies for the position, please send your resume and a cover letter to: Monica Desmond at mdesmond@missionhonduras.com. Applications will be accepted until the position is filled. Please no phone calls. If you have questions regarding the position, please email Monica Desmond at the above address.

For more information about Mission Honduras International / Liberia Mission, Inc please visit: www.missionhonduras.com. Mission Honduras International / Liberia Mission, Inc is an Equal Opportunity Employer.