**Sr. Program Associate**

General Board of Global Ministries

Location: Atlanta, GA

**BASIC PURPOSE:**

Reporting directly into the Head of Mission Volunteers, this position is essential to the network and connection with United Methodist Volunteers. Manage the short term and long term individual volunteer programs. Support event planning and completion of all administrative tasks. Work collaboratively within the Missionary Services unit.

**ESSENTIAL JOB FUNCTIONS:**

* Participate in volunteer training which requires some travel.
* Make recommendations to manager regarding assigning/overseeing of administrative and program tasks.
* Complete projects within portfolio area without direct supervision.
* Manage Mission Volunteers administrative needs including planning meetings, travel, scheduling, calendars, correspondence and finances.
* Manage and process all Mission Volunteers Advance funding.
* Provide additional support to Missionary Unit’s administrative staff.
* Be self-motivated, have the ability to multi task, be creative and proactive.

**REQUIREMENTS:**

* 3-5 years of experience minimum in the area of project management, at least two years of experience managing people.
* Bachelors or equivalent experience.
* Able to manage multiple projects, tasks and work assignments in a fast moving environment, including during international travel.
* Seek continuous improvement in all you do.
* Have solid experience collaborating with multiple stakeholders.
* Have the ability to manage time well.
* Are comfortable working in a faith based setting.
* Are positive, creative, flexible and up for an adventure, doing work that makes a difference.
* Good interpersonal skills, diplomacy and patience.
* Strong skills in negotiation, coordination, project management, communication, and reporting.
* Ability to be flexible in fast-paced environment and strategize under pressure.
* Ability to communicate well in a variety of settings and to function in a diverse workforce.
* Understand and respect cultural, religious, and political environments and use diplomacy when working with the staff, local partners, local authorities, and beneficiary population.
* Excellent multi-tasking and organizational skills.
* Expertise making strategic decisions based on data including site metrics.
* Skill at managing project tasks in a timely manner.
* The ability to produce professional communication documents.

Please apply through this link:

http://www.umcmission.org/Learn-About-Us/About-Global-Ministries/Careers/Careers