



International Project Manager

Christalis Inc. is a Maryland-based international NGO whose mission is to show our love for children who are victims of various injustices by providing them with more than their basic needs. We not only provide food, shelter, clothing, education, and healthcare, but we also provide emotional support and opportunities to succeed.

IMMEDIATE SUPERVISOR: Executive Director

GENERAL JOB DESCRIPTION:

This individual is responsible for providing administrative support to the Executive Director. The Project Manager will assist with the overall strategic and operational responsibility for the Country Office staff, programs, expansion, and execution of its mission. The Project Manager will also assist with local fundraising, networking, and government requirements. The Project Manager will utilize project data to make future projects more productive and cost-efficient.

DUTIES AND RESPONSIBILITIES

- Create, implement, and edit policies and procedures for the country office and its programs.
- Ensure ongoing local programmatic excellence, evaluation.
- Creating and improving all internal documents and forms.
- Volunteer and Staff Recruitment, Orientation, Process, and Training.
- Schedule and coordinate meetings with international teams.
- Assist with social media and marketing.
- Maintaining government and requirements for the country.
- Donation Solicitations of individuals, clubs, churches, corporations, foundations locally and internationally.
- Prepare documents as needed.
- Maintain appropriate interpersonal relationships with volunteers, Board Members, Officers, and Donors.
- Research local data and create reports necessary for project development.
- Evaluation and Audits of all programs.
- Assist with staff duties as needed in all projects.
- Facilitate communication between local and international staff and donors.
- Projects: Orphanages, Child, and Family Development.

REQUIRED QUALIFICATIONS

- Senior, Bachelor's Degree, or Graduate Student in International Studies, Non-Profit Management, Business Administration, Social Work or related field.
- Excellent follow-up skills
- Excellent task & deadline management skills.
- Demonstrated written and oral communication skills
- Demonstrated ability to work independently and as a team.
- Clerical or administrative experience preferred
- Familiarity with Microsoft Office software (Word, Access, Excel, PowerPoint)
- Ability and willingness to work cooperatively with others with a happy disposition.
- High degree of discretion dealing with confidential information.
- Ability to speak well with vendors, donors, potential donors, businesses, and government agencies.