



**Christian Transformation Officer**  
**Location: Guatemala**

**Position Description**

**Organization Summary:**

Edify's mission is to improve and expand 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: Bolivia, Burkina Faso, Dominican Republic, Ecuador, El Salvador, Ethiopia, Ghana, Guatemala, Liberia, Panama, Peru, Rwanda, Sierra Leone, and Uganda. Edify is focused on 3 key resources:

- Training of school leaders and teachers to develop Christ-like character in students, and training school leaders to manage and grow their schools effectively.
- Loan Capital to expand and improve school facilities.
- Education Technology to enhance learning outcomes and employability.

Learn more at [www.edify.org](http://www.edify.org)

- Position Start Date: Oct 16, 2023
- Location: Guatemala, North Central Region, Alta Verapaz (only)
- Reports To: Country Director, Guatemala

**Work Environment:**

This position will be a full-time position, based in Guatemala, reporting the Country Director, Guatemala. The atmosphere of Edify is one where you can expect to perform widely varied tasks with various functional groups. 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 microfinance and training organizations

**Job Summary:**

The Edify Christian Transformation and Training Officer (CTTO) is a full-time position in the Guatemala. The CTTO is responsible for providing strategic direction, guidance, and coordination of Edify's efforts to effectively integrate an intentional witness for Jesus Christ in its educational programs and other school interventions. The CTTO will support, advise, coach, and provide training and technical assistance to field partners to maximize their effectiveness in Christian Transformation and Training. In collaboration with the Edify Guatemala Christian Transformation and Training team, the Christian Transformation and Training Officer will be responsible for designing, implementing, following up, and assessing Edify's programs for Christian training and transformation. S/he will act as a coach and mentor for Edify partner school leaders. Additionally, the CTTO will support training activities on general education subjects, and any other tasks as required.

**Travel Expectations:**

The position includes both local and regional travels. Additionally, Edify holds an annual all-staff meeting, alternating in a US-based or international location each year. All Edify Staff are required to attend this meeting.

**Duties/Responsibilities:**

**Relationship Management**

- Develop and manage relationships with Edify's current Christian training partners in Guatemala and local Christian school networks.
- Collaborate regularly with other Edify programs 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 the program's growth.

### **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

### **Strategy, Planning, and Implementation**

- Support the Country Director and Vice President of Transformation 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.

### **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.
- Any other related tasks as required.

### **Required Skills/Abilities:**

- 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.

### **Education and Experience:**

- 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. Desirable.
- Experience in the education sector as administrator, consultant, or educator preferred.
- 3+ years Involved in Christian Activities as part of his/her local church or Christian ministry is highly desirable.

### **Additional Information:**

Applications will be accepted for this position through Sept 10, 2023

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