



MINISTRY DESCRIPTION

Title: Women's Empowerment Specialist
Division: Program
Working Group: Global Program
Reports to: Knowledge Management Director

Schedule: Regular, full-time
FLSA: Exempt

Ministry Function

The Women's Empowerment Specialist supports the ministry of Convoy of Hope through program assessment, design, development, training, and advisement related to Women's Empowerment.

Essential Duties & Responsibilities

1. Designs and develops Women's Empowerment standards, policies, and evidence-based practices that align with Convoy of Hope program specifications.
2. Facilitates advisement on women's empowerment standards and program development.
3. Collaborates with field staff to improve program effectiveness and cultural relevancy, as well as to support desired project outcomes.
4. Focuses specifically on women's economic empowerment program development and training.
5. Builds capacity of in-country field staff through consultation, resourcing, and training. (This includes field visits.)
6. Collaborates with Global Program leadership specific to women's empowerment and program development to align with the organization's standards, policies, and best practices.
7. Collaborates with the Convoy of Hope subject matter experts to identify opportunities for program initiative integration.
8. Analyzes and disseminates briefs on interventions related to women's empowerment and women's economic empowerment
9. Collaborates with Monitoring, Evaluation & Learning staff to develop relevant data collection and tools related to women's empowerment indicators and other relevant areas.
10. Travels to assess, train and/or support program initiatives in the field as needed.
11. Advises and/or recommends on the development of new opportunities for Convoy of Hope through partnerships, universities, governments, grants, and the private sectors.
12. Advocate on behalf of Convoy of Hope through external representation, networking with appropriate organizations, and collaborating with partners as requested.
13. All other duties as assigned.

Required Knowledge, Skills & Abilities

1. Master's degree in international development, gender studies, economics/finance, entrepreneurship/business, or in a discipline relevant to the position is preferred; bachelor's degree is required.
2. 3+ years of experience in women's empowerment/gender integrated programming, economic development, business, or nonprofit experience (preferably with/for women) in an international setting.
3. International travel experience required. Ability and willingness to travel internationally as requested.
4. Cultural understanding and respect, with familiarity of common issues regarding

- gender equality and women's empowerment/economic empowerment globally.
5. Advanced computer knowledge and experience with software platforms is required.
 6. Excellent written, oral, interpersonal, presentation, and project management skills.
 7. Ability to develop resources, training, and tools to build capacity of field staff
 8. Proficiency in a secondary primary language(s) is preferred.
 9. Serve as an advocate for the ministry, striving to nurture, broaden, and develop financial and other resource opportunities to support and expand organizational and program ministry.
 10. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
 11. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities

This position oversees Women's Empowerment staff, interns, and volunteers as assigned.

Created: September 24, 2020

Revised: July 23, 2021

Revised: August 12, 2021