GLOBAL BUILDERS PROGRAM MANAGER

Full-Time | Americus, Georgia | Reports to VP of International Programs

GENERAL INFORMATION
The Fuller Center for Housing is an ecumenical Christian ministry on the move to end poverty housing. We build, repair and improve homes because we believe that everyone deserves the opportunity to have at least a simple, decent place in which to live. We operate through locally-initiated and locally-led Fuller Centers in about 70 U.S. cities and 18 countries, with partner families helping to build the homes and paying the costs forward on a no-profit, no-interest basis.

The Global Builders Program Manager holds a key leadership role in working with about 14 of those international partners to organize Global Builders teams, which are short-term volunteer groups that immerse into a location and help build homes. We typically send about 50-60 teams per year with over 600 volunteers. More information about the Global Builders program is at www.fullercenter.org/global-builders

This position is perfect for a computer-savvy individual who is looking to dive into the world international development or effective non-profit, mission-driven work.

COVID-19 UPDATES:
As vaccinations have proliferated, the interest in traveling service has returned. After all trips ended for a period of more than a year, we are now beginning to see a surge in interest in our program and need a leader to help guide the exciting process of re-opening.

JOB REQUIREMENTS:
- Passion for our Christian housing ministry, and a great love for the people of the world in need of a decent place in which to call home
- Ability to work with a vastly diverse set of people and personalities with clarity, humility, cultural sensitivity and occasional sternness
- Strong, professional written and verbal communication skills
- Interest and awareness of world events, especially those related to where we work
- High level of comfort using technology for communication, including Word, Excel, Gmail, PowerPoint, Social Media, Web use, and Web Site editing
- Experience with InDesign, Adobe Illustrator, or other graphics programs are a plus
- Comfortable promoting the program in person, by phone or online
- Work habits of diligence, organization and attention to detail
- A sense of creativity and fun
- The ability to lead a group
- An understanding of and commitment to The Fuller Center for Housing's mission, principles, values and purposes
- Ability and willingness to travel internationally -- experience and enjoyment of international cultures is a plus
- Language abilities in Spanish, French or others relevant to our projects are a plus.

**SPECIFIC DUTIES & RESPONSIBILITIES**

This position holds very important responsibilities within the Global Builders program, performing almost all major duties for growing and coordinating the program.

**Specific duties:**
- Supporting team leaders and members as they organize and prepare for their trips
- Creating Team Leader training materials, including implementing an annual in-person training opportunity
- Coordinating and communicating with host countries to produce successful trips, including gathering and conveying feedback and coaching them for success
- Helping to promote and expand the program through online means and creative outreach
- Working closely with the Registrar, who obtains payments and paperwork from all participants and team leaders
- Responding to enquiries about the program
- Reviewing follow-up surveys and nurturing long-term relationships with program participants
- Monitoring safety warnings and alerts as produced by the U.S. State Department and the Overseas Security Advisory Council
- Occasionally leading Global Builders teams personally
- Helping coordinate details as new trip locations are approved
- Developing written policies and procedures for the program
- Updating and improving our host country manuals
- Creating trip budgets and fund distribution requests
- Other duties as may be required

**WORK ENVIRONMENT AND BENEFITS**

The position is based at our international headquarters in Americus, Georgia, and will fill a key role on the Global Builders team under the coaching and supervision of the VP of International Programs. Americus is a small town with a rich history in Sumter County, which boasts the birthplace of the Fuller Center, Habitat for Humanity, Koinonia Farm and Jimmy Carter, who still lives here. Americus has a revitalized downtown district, a growing state university, and a low cost of living that makes it an attractive place to live.
The Program Manager can personally participate in about 2-3 trips per year, which presents a fantastic opportunity for world travel.

It is a paid position, not volunteer, and does not require raising one’s own salary, but it does call for someone who is passionate about doing ministry, not just having a job. The pay is modest, but sufficient for a happy and healthy life here. Fuller Center 'volunteer houses' are also generally available for a modest rent to enable an easy and smooth transition to the area.

Apply by submitting your resume and cover letter with your dates of availability to Ryan Iafigliola at: ryani@fullercenter.org