

# Compassion International

## Job Description

JOB TITLE: SENIOR PROGRAM DEVELOPMENT SPECIALIST

DEPT/DIV: CHIMIN/PDT

LOCATION: COLORADO SPRINGS

DATE WRITTEN: 5/22/98

DATE REVISED: 12/12/00

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**Draft**

### **Reporting Relationships**

Reports to the Director of Program Evaluation and Documentation

### **Job Summary**

The Senior Program Development Specialist will contribute to the overall development of the child development programs. The primary responsibilities are program development with specific emphasis on youth and formative program evaluations in all projects worldwide.

### **Duties and Responsibilities**

1. Has a personal relationship with Jesus Christ. Is a consistent witness for Jesus Christ, maintains a courteous, Christ-like attitude in dealing with people within and outside of Compassion and faithfully upholds Compassion's ministry in prayer.
2. Assesses capacity development needs for effective child development and develops collaborative staff development training.
  - a. Contributes special knowledge in the development of program design.
  - b. Participates and contributes in the thinking, designing, and implementation of Redesigning Ministry Strategies.
3. Develops criteria and tools for the evaluation of child development programs and conducts program evaluations. These formative evaluations ensure that what Compassion expects to happen in projects is actually happening, and that sound developmental approaches characterize our project work.
  - a. Provides feedback and makes recommendations of needed programmatic modifications and systems. Provides program evaluation reports to all parties concerned and manages master file.

- b. In collaboration with the Program Evaluation and Documentation Team, assists with project research and design as requested. Provides Spanish capability when requested. Assists with research training and data collection for specific projects.
  - c. In collaboration with ADPs, provides useful child development program insights through formal and informal training activities and events to address the gaps and discrepancies revealed in program evaluations at the area, country and project levels in the Latin American countries.
  - d. Participates in the reviews and revisions of program management policies, and procedures on a continuing basis.
4. Participates with the other members of the Program Development Team in critical reflection on our mission, how we carry it out, and why; overall program effectiveness, future directions, new frontiers, program innovations and problem solving.

### **Knowledge, Skills and Abilities Required**

- 1. A close walk with God; wise consistent behavior and stewardship based on evangelical Christian values.
- 2. Specialized or general understanding of holistic child development.
- 3. Bilingual in Spanish and English. Able to conduct conversation and translate documents.
- 4. Social science background with experience in research and evaluation.
- 5. Computer skills in desktop publishing, word processing and presentation software.
- 6. Ability to communicate child development/human development concepts.
- 7. Ability to apply adult education principles to the design of documents and instructional materials.
- 8. Ability to communicate and make presentations.
- 9. Cross-cultural living experience.
- 10. Able to travel at least 25% of annual work time.

### **Working Conditions**

The above statements are intended to describe the essential functions of this job. It may be necessary for a person to perform other tasks as needed.