



# Job Opening

Fellowship of Haitian Evangelical Pastors of New England

[apehna.org](http://apehna.org)

## Program Manager

Rising Voices Compelling Preaching Initiative

The Program Manager for the Rising Voices Initiative (RVI) at the Fellowship of Haitian Evangelicals and Pastors in New England (FHEPNE) plays a vital role in managing and implementing the project. Responsibilities include coordinating cohorts, organizing events, maintaining church network communication, documenting progress, updating the website, and collaborating with the Program Director.

The ideal candidate is an excellent communicator, responsive, emotionally intelligent, and relationally savvy. They should be a team player, innovative, adaptable, and an excellent problem solver. This role requires a passion for the Haitian community, strategic thinking, leadership, organization, and the ability to work independently while managing multiple priorities.

### ROLES & RESPONSIBILITIES

The Project Manager will report to the Executive Director of the Fellowship of Haitian Evangelical Pastors of New England but will be employed by the Emmanuel Gospel Center, the grantee of the Lilly Endowment funding this project.

Their responsibilities and duties include:

**Program Implementation and Management:**

- Oversee the implementation and management of RVI project activities, ensuring integration of strategic plan and alignment with program goals with the overarching vision
- Plan and execute RVI events, including regional events, coaching sessions, preaching sessions, and other program-specific gatherings.
- Manage logistics for events, including venue coordination, equipment arrangement, and catering for meals.
- Maintain regular communication with the Program Director, providing updates and reports on program progress.

**Communication and Outreach:**

- Conduct outreach to cohort members, pastors of the Fellowship, and other area pastors.
- Utilize various communication channels (e.g., verbal, text, email, phone calls) for effective outreach and engagement.
- Prepare and disseminate flyers and announcements for RVI events, ensuring wide and effective distribution.
- Produce accurate and timely reporting of program data throughout its life cycle.

**Administrative and Support Tasks:**

- Ensure accurate maintenance of program files/documents both electronically and physically.
- Utilize CRM systems for data preservation and manage website content related to the project.
- Assist in writing reports and other materials to document and share learnings from the RVI project.
- Coordinate with the Advisory Committee to secure participation and support for program events.

**Team Collaboration and Personal Development:**

- Foster a collaborative team environment, working closely with other staff members for the success of the RVI.
- Promote collaboration among senior pastors, emerging preachers, mentors, and partners.
- Engage with the program evaluator for continuous program assessment and improvement.
- Show flexibility in task management and a willingness to learn and adapt to new challenges and requirements.
- Participate in prayer meetings at EGC and embody the spirit and values of the fellowship.

**Cultural Competence and Resource Management:**

- Demonstrate a deep understanding of the Haitian culture and the unique challenges within the community.
- Ensure cultural sensitivity in program design, communication, and implementation.
- Oversee the effective allocation of time, budget, and other resources throughout the program.

## SKILLS & EXPERIENCE

- Proficiency in the Microsoft Office suite and web content management.
- Experience with CRM systems and maintaining electronic and physical records.
- Outstanding leadership and organizational skills.
- Excellent problem-solving ability and attention to detail
- Excellent verbal and written communication skills
- Ability to collaborate and work well both independently and as part of a team.
- Flexibility and adaptability to take on various tasks and assignments as needed.
- Commitment to the mission and values of FHEPNE and a dedication to the program's success.
- Mature Christian faith, as defined by being an active member of a local church, agreement with the Apostles Creed, and displaying the life of a Christian leader as described in 1 Timothy 3:1-10
- Bilingual proficiency in English and Haitian Creole

## EDUCATION

The candidate is expected to have the equivalent of a bachelor's degree with 5 years of experience working in a similar environment. A Master of Arts in theology or a Master of Divinity in theology is preferred.

## TO APPLY

Please submit your resume and cover letter highlighting relevant experiences and qualifications, especially any Haitian diaspora community service involvement to [vanta529@gmail.com](mailto:vanta529@gmail.com). We will begin reviewing applications immediately and encourage early submissions for prompt consideration

## COMPENSATION

We offer competitive compensation based on your qualifications, skills, and experience, with a salary range of \$60,000 - \$65,000. Additionally, we provide health insurance (50% family plan, 80% individual plan), 4 weeks of paid vacation, and observe major holidays. Salary expectations can be discussed during the interview process. Please note that RVI is a 5-year project.