**US Foster Programs Manager**

Job Description

Last Update: May 31, 2019

The Foster Programs Manager is a critical role to help us create, manage and oversee a number of programs helping foster kids here in the United States. The position reports to the President and maintains a close partnership with the Development Manager as well as the Church & Business Liaison. The job is divided up into several main components:

* **My Comfy Kits** - helping to manage the growth of this established program that provides backpacks to kids entering the foster care system. Part of the role will be to help us keep track of In-Kind donations, set up processes to streamline our efforts and manage a series of contractors who help oversee the operation of this program designed to provide dignity and hope to kids entering foster care for the first time.
* **Foster to Adult** - we’re building a new program to help children as they age out of the foster care system. This program, when complete, will consist of:
	+ *Career Guidance/Resume Writing* - working directly with children in foster care (or who have just aged out) by providing career expertise, interview and resume writing skills as well as coaching to help them keep their job.
	+ *Life SKills -* coaching through those areas needing support (how to budget; shopping; cooking; cleaning...etc.).
	+ *Financial Acumen* - teaching the principles of money management
	+ *Family Mentors* - working with local churches to equip and train families to help support kids aging out of the foster care system

**QUALIFICATIONS:**

* Strong faith in God and a commitment to a local church
* Must embrace the mission of Orphan World Relief
* Strong interpersonal and writing skills
* Understand at a high level the unique needs of children in foster care
* Possess the skills to work with and motivate staff, board members and other volunteers
* Be a self-starter and goal driven
* Be organized and exhibit “follow through” on tasks and goals
* Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability
* A bachelor’s degree or equivalent in Social Work

**SUPERVISORY RESPONSIBILITIES**

* Oversee the My Comfy Kits Program Manager
	+ Attend MCK meetings
	+ Meet with the MCK Program Manager every other week to connect on priorities, upcoming challenges, tasks…etc.
	+ Help scope out expansion into other locations

**SALARY/BENEFITS:**

This position is a missionary position here in the United States with global connection points. It’s a great opportunity for growth and is self-funded through our missionary equipping partner, Reliant.