

International Operations Manager – Latin America

Job Location: Bedford, Nova Scotia

Job Title: International Operations Manager – Latin America

Reports to: Senior International Manager

Chalice (Canada) is a Catholic, Nova Scotia based organization with a vision for "A world where all children and families live in communities of life and love." Through the generosity of our Canadian supporters, combined with the continued effort of our international partners and Chalice sponsored families, we work in more than 1500 communities around the world to provide opportunities for children to receive an education, for families to become empowered, and for communities to become more caring and connected.

Please explore our website to find out more information about our mission and our organization.

Who we are looking for:

A mission-connected and experienced leader, communicator, and planner to join our organization as **International Operations Manager – Latin America (IOM-LA)**. The successful candidate must be fluent in English and Spanish, and will be responsible for the overall development, management and monitoring of Chalice's overseas sponsorship and non-sponsorship programs while working to ensure operational accountability and transparency in accordance with Canadian Revenue Agency (CRA) requirements in the use of Chalice funds. A mission-connected and experienced leader, communicator, and planner to join our organization as International Operations Manager – Latin America (IOM-LA). The successful candidate must be fluent in English and Spanish, and will be responsible for the overall development, management and monitoring of Chalice's overseas sponsorship and non-sponsorship programs while working to ensure operational accountability and transparency in accordance with Canadian Revenue Agency (CRA) requirements in the use of Chalice funds.

The IOM-LA works in support of the mission of Chalice, and is also responsible for participation in management meetings, the development of department budgets, and ensuring efficiency of operations and quality of services; They will also work collaboratively as part of the International Operations Manager team on cross-regional initiatives.

The International Operations Manager is required to travel to sponsor sites in Latin America and requires that they are familiar with the Catholic Church, its social teachings, and structure, and active participants in a parish. This position has a prospective start date of September 2024. This position requires quarterly travel to Latin American countries where Chalice has partnerships, including Bolivia, Chile, Guatemala, Paraguay, and Peru.

Key Areas of Responsibility:

- Maintain standard communications and reporting structures between Chalice, the regional team, and sponsor sites.

- Lead the regional team in assessing and responding to operational reports, in accordance with CRA and Chalice requirements.
- Oversee the proper use of funds in accordance with stated goals and objectives, clearly maintaining direction and control.
- Conduct operational field reviews and assessments of Sponsor Sites.
- Coordinate with International Finance Office staff in the development of annual financial field review plans. •Support sponsor sites in strategic planning processes and funding proposals.
- Review, approve and submit annual operational plans and budgets for Sponsor Sites and the Regional Team.
- Identify risks and mitigation strategies at Sponsor Sites, within the Regional Team, and within Chalice Canada.
- Participate in management meetings and decision-making processes.
- Recruit, supervise, and support regional operations staff.
- Ensure compliance with all administrative, financial, and operational requirements.
- Manage sponsorship numbers within the region and evaluate potential new sponsor sites.
- Coordinate with the International Finance Office to meet financial requirements.
- Contribute to the development of new initiatives within the International Department.

Qualifications:

- Degree in International Development, Business Administration or equivalent related studies/experience required, Masters in complimentary field of study would be considered an asset.
- Minimum seven years working experience at a management level for an International Organization. This can be community-based, international development related, charitable work, or comparable experience.
- Experience working with international relief, development, mission, charity, NGO, and/or not for profit organizations.
- Experience working in Latin America, with preference given to experience in Bolivia, Chile, Paraguay, Peru, or Guatemala.
- Solid understanding of CRA, and current legislation related to Canadian charities and international development.
- Strong English language verbal and written communication skills are required.

- Outstanding verbal and written proficiency in Spanish is required. Additional proficiency in indigenous Latin American languages would be considered an asset.
- Experience with Project Management, Theory of Change, and Logic Measurement Models.
- Experience in adult education, group facilitation, and public speaking.
- Understanding and working experience of Financial Planning, Budgeting, Auditing and Reporting in accordance with International Financial Standards.
- Demonstrated Computer Skills in Microsoft Office Suite.
- Strong spirit of service.
- Familiarity with Catholic Church teachings and active participation in a parish or diocese is required.

Other Requirements

- Hours worked: minimum 40 hours per week.
- International travel to remote locations in partner countries 2-4 weeks per quarter, and as operationally required. Travel within Canada as required.
- Must meet all requirements to travel internationally - without restrictions - to partner countries.
- Must hold Canadian Permanent Residency or Citizenship.
- Working in a faith and prayer filled environment, including attendance and participation daily prayer meetings.

Benefits

Chalice (Canada) offers benefits including paid vacation, shortened summer work weeks, health and travel insurances, and a retirement savings plan.

How to Apply

Send a **cover letter** expressing your interest in the position and in working for Chalice along with your **resume** by email to HR@chalice.ca, identifying your salary expectations and availability, by **July 28, 2024**. Please include **“IOM Latin America”** in the subject line. **All applications must include a cover letter.** Please note that applications will be reviewed as they arrive, and interviews may be scheduled before the position closes. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.