



<b>Title:</b>	<b>Program Directors</b>
<b>Reports To:</b>	<b>President, The Open Door Project</b>
<b>Employment</b>	
<b>Status:</b>	<b>Full Time, 260 days</b>
<b>Location:</b>	<b>Rural Maharashtra, India</b>
<b>Accommodations:</b>	<b>On-campus housing with Western standards and style</b>
<b>Transportation:</b>	<b>Annual transportation expenses included</b>

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### **General Description**

Grace House India, a ministry of The Open Door Project, a 501(c)3, is a Christ-Centered nonprofit home that provides sanctuary and full-time care to some of rural India's most vulnerable girls. These girls have experienced unspeakable violence, abuse, poverty, and loss of family.

In cooperation with our ministry partner in India, we provide a stable and loving home through education, healthcare, emotional support, career training, and spiritual guidance. At Grace House, young girls can heal from their past traumas and develop the skills, values, spiritual foundation, and positive relationships to carry them to a brighter future where their joy, happiness, love, and faith will one day lift others.

We are seeking a Program Director(s) who is passionate about children and their education. This position is for an English-speaking, education-focused, Christian married couple. The Program Director(s) will assume responsibility, alongside our India-based Program Director(s), for the facility's administration, leading the education program, and ensuring academic completion for all enrolled children. The background, job experience and mission experience of each Program Director(s) will be reviewed in consideration of the responsibilities listed below. In this role, the Program Director(s) will often be the organization's frontline representative, working closely with The Open Door Project staff, our locally based ministry partner, foundations, and donors. The Program Director(s) should be personally aligned with our mission and vision and ensure the team members are aligned to achieve our strategic objectives successfully. This includes implementing the organization's strategic plan and overseeing all operations and deliverables.



## **Qualifications for Applicants**

### **Requirements**

- Bachelor's Degree
- Degree in Education with ESL training preferred
- Self-starter with the demonstrated ability to work both independently and within a team
- Ability to relocate to India
- Good organizational skills
- Working knowledge of Microsoft Office
- Good oral and written communication skills
- Ability to deal fairly and courteously with all individuals
- Subject to criminal background check
- Three personal letters of recommendation
- One pastoral letter of recommendation

### **Knowledge Of**

Applicable education standards, requirements, guidelines; board policies and procedures; building policies and procedures; student discipline code; public relations; supervision; required reports; inventories; requisitions; emergency preparedness drills; current field-related software programs and applications, and safety regulations for the facility.

- Educational planning and delivery
- Social and emotional training and counseling
- Post-secondary education and offerings
- Career technical education
- Western culture and the ability to communicate all aspects of said culture.

### **Experience In**

- Working with abuse and poverty
- Leadership development

### **Ability To**

Interpret policies, procedures, and regulations; demonstrate reading, writing, speaking, listening, and observation skills appropriate to the position; administer student



discipline code; communicate effectively; supervise; schedule; evaluate; follow directions; maintain records and files; prepare reports; follow emergency preparedness procedures; recognize individual differences; be mobile and do a moderate amount of lifting; maintain a flexible and positive attitude in all professional relationships; professionally manage stressful situations.

- Work alongside students
- Call for assistance in potentially dangerous situations.
- Listen actively and demonstrate understanding.
- Demonstrate, use, and maintain equipment and tools safely and correctly.
- Perform basic administrative and accounting according to established practices, procedures, techniques, and standards with minimal supervision within the assigned time frame.

### **Essential Functions**

- Plan, coordinate, and lead daily devotions and prayer time.
- Deploy monthly menus to ensure nutritious meals are served to benefit overall health and well-being of the girls.
- Facilitate security and control of all inventories and equipment.
- Promote a safe environment.
- Perform other tasks consistent with the position as assigned.
- Inspect the cleanliness of each area, including bathrooms and kitchens to ensure a sanitary environment is maintained. Provide additional staff instruction as required.
- Ensure the proper hygiene of each girl and oversee the distribution of maintenance and other medications,

### **Other Duties and Functions**

- Requisition and order supplies through outside vendors
- Accounting for program needs, including Accounts Receivable and Accounts Payable
- Schedule and coordinate outside groups
- Schedule and coordinate special functions for the organization.
- Schedule, coordinate, and facilitate video calls between children and sponsors or volunteers.
- Implement, plan, and deploy safety protocols and drills.

### **Skilled In**



Using computers, copiers, printers, projectors, telephones, televisions, other instructional-related audiovisual equipment, and fire extinguisher

### **Occasional Working Conditions**

Exposure to blood, bodily fluids, and tissue, irritating chemicals, unruly children and adults, fumes, electrical hazards, attending functions, or performing duties outside regular working hours.

### **Physical Demands**

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit for extended periods, type, and reach to answer a telephone. The employee is occasionally required to stand and walk. Vision abilities required by this job include close vision to view a computer monitor.

### **Contact**

To apply to this position, please email us at [volunteer@gracehouseindia.org](mailto:volunteer@gracehouseindia.org) and include the below information.

Resume

Cover Letter

Three References