

Position Description: Assistant Program Manager

Openaid is an Australian NGO founded by our Executive Director Justin Whitecross in 2002, cultivating grassroots initiatives empowering local women and communities to foster education, economic growth and community networking to combat sex trafficking and abuse in Thailand, Burma and borders with Laos.

Justin holds a vision for a community of people creating responses to reduce the vulnerabilities of women and girls from poor families, and to lessen the long term damage to trafficked and abused girls.

For Openaid the ultimate goal in all cases is to address the root causes of exploitation. Poverty and complex social issues are difficult to tackle, but our unique approach with local Thai, Burmese and Laotian women tackles the issues that matter most. Young Australians are involved in every area of the organisation and continue to inspire and produce significant local and international results.

The successful applicant needs to have a hunger to make a difference in peoples lives through the ministry of Openaid's projects, bringing a genuine desire for accountability and being highly self motivated, dedicated to fulfilling the role.

Whilst experience and personal skills are important, this will be complemented by a positive attitude towards interpersonal relationships and a keen dedication to the opportunity and role.

POSITION NAME - ASSISTANT PROGRAM MANAGER
REPORTS TO - ASSISTANT DIRECTOR
DATE PREPARED - JUNE 3, 2010
LOCATION - MELBOURNE

Job Summary: Develop and guide the team with established program activities.

Key Responsibilities:

- +Oversee project reporting processes in Melbourne, working with program staff to manage reports: University Program, Team Development, Awareness and Fundraising
- + Work with the Assistant Director to coordinate the recruitment, interviewing, and selection of all volunteers and provide leadership and guidance
- + Work with the Senior Team to design and implement key program strategy
- + Liaise with external stakeholders, including state government, corporate and private funders
- + Develop clear and measurable outcomes for Melbourne program, and a system for ongoing program evaluation
- + Support the Executive Director in cultivating Openaid's brand, connecting young Australians with the mission, values and culture of the organisation

Reporting Relationships:

This position reports directly to the Assistant Director

Desired Candidate Profile:

- + Willingness to learn and develop skills
- + Assumes responsibility and accountability for performance
- + Pleasing personality and effective communication skills
- + Servant heart with strong concern for Openaid's cause

Qualifications:

- + Successful experience managing projects..
- + Familiarity with international work tackling sex tourism, trafficking, poverty reduction in Southeast Asia.
- + Demonstrated ability to work across programs in the organisation to develop strong teamwork.
- + Experience in creating and nurturing effective relationships and team environment.
- + Ability to connect with the mission, values, and culture of Openaid.
- + Dependable, eager to learn and grow

Organisational Description and Mission:

Website: www.openaid.org.au

Salary:

This is a volunteer position. A stipend will be provided and, depending on performance, work paid work opportunities discussed. 2 days/week is required (with some flexibility).

Application:

Please email a cover letter and curriculum vitae, highlighting relevant education and experience, and any areas of particular expertise that may be of interest to office@openaid.org.au