JOIN THE TEAM: NICARAGUA COUNTRY DIRECTOR

Written by: Jonathan October 11th, 2011
Timing: January 2012 start date.

Duration: Minimum commitment of two years. Extensions possible.
Location: TBD, Nicaragua

Requirements and Responsibilities:

Pencils of Promise has been growing explosively in both Laos and Guatemala, and in January 2012 we plan to take on independent projects in Nicaragua. Though PoP currently has a presence in Nicaragua, we primarily serve as a funding source for our partner organization, Seeds of Learning. We are seeking a passionate, dedicated person to take the role of Nicaragua Country Director. In this role, you will be charged with setting up offices and initiating independent operations outside of the current partnership. You will spend two to three weeks training with our Director of International Programs in the New York Office, after which your position on the ground in Nicaragua will begin. You will work directly with our Latin America Regional Director to establish operations in-country and to create scalable impact in education.

You will operate in a highly dynamic, start-up environment and day-to-day priorities are likely to shift rapidly. However, your scope of responsibilities is likely to include:

- Establish and set up Nicaragua country offices
- Recruit, assess, hire, and train in-country staff members
- Oversee and scale our school-building capabilities including: scouting villages; engaging communities; liaising with government officials; managing projects, budgets, and in-country staff
- Design, develop, and pilot country-specific Monitoring & Evaluation processes to measure impact
- Tailor and roll-out country specific “SHINE” in-class supplemental curriculum
- Design and execute other in-country programming to further
deepen our investment in communities, while still maintaining alignment with PoP overall strategy

- Work with the Director of International Programs in NYC office to ensure alignment with PoP International Programs strategy and to provide constant stream of information from the ground to headquarters
- Gather and curate compelling digital media content from the ground, and support PoP digital initiatives (e.g. web updates, content, check ins, etc.)

End of directorship deliverables are likely to include:

- A fully oriented local team with the capability to carry out activities with limited supervision
- Established offices with working technology and communication systems
- Refined and contextually appropriate Monitoring and Evaluation protocols; including household surveys and observation checklists
- Finalized SHINE lesson plans, focusing on Sanitation, Health, Identity, Nutrition and Environment, to be sufficient for a full year of implementation
- Documented process for implementing additional in-country programming as appropriate (e.g. scholarships, teacher training, etc.)
- Multiple communications materials including blog posts, project write ups, visual documentation and more
- Other deliverables to be determined by the Director of International Programs and/or Regional Director

Qualifications

- Bachelor’s or Master’s degree in Education, International Relations/Development or related fields or equivalent work experience
- Proven leadership capabilities
- Fluency in Spanish required
- Demonstrated experience living and working in a different
culture, preferably for a non-profit in Latin America

- Proven ability to balance focus on a high-level strategy with “getting your hands dirty” to make sure operations run smoothly
- Ability to create and execute a workplan to ensure that all tasks are completed on-time and within-budget
- Ability to **work independently, take initiative, and generate innovative recommendations** for programming
- Ability to create, manage, and enforce a budget
- Excellent oral and written English language skills
- **Strong communication, interpersonal, and organizational skills**
- Some understanding of photography and visual documentation preferred
- High proficiency with Microsoft Office

**Compensation**

Salary commensurate with experience

**About Pencils of Promise:** [www.pencilsofpromise.org](http://www.pencilsofpromise.org)

Pencils of Promise is one of the fastest growing nonprofits in the country. In less than three years since founding with just $25, PoP has broken ground on more than 40 schools in Laos, Nicaragua and Guatemala and delivered more than 1M education hours.

Together, we build sustainable schools, partnerships and solutions to enable basic education for underserved children in the developing world. We are proof that a generation empowered will empower the world: one child, one pencil at a time.