



Global Programs Manager

Overview

Renew World Outreach is a non-profit Christian ministry located in Stone Mountain, GA that develops technology & training to help spread the Word of God. Our primary mission is to reach the unreached with the Word of God through innovation that multiplies field impact.

We highly value prayer, worship, and the power of the Holy Spirit in our community.

Renew is looking for a person with strong administrative, communication, and interpersonal skills to fill an immediate position as Global Programs Manager. This role helps to coordinate, and administrate the ministry activities in the regions of the world in which Renew works, including the Amazon, Latin America, Africa, parts of Asia and beyond. This position requires a highly motivated self-starter who can manage multiple projects with excellence, attention to detail, and a heart for seeing God's kingdom expand among the nations. The position reports directly to the Global Programs Director.

Responsibilities Include:

- Perform daily administrative tasks in support of the programmatic work under the direction of the Global Programs Director
- Follow up with existing field programs to:
 - collect stories and stats from the mission field and create exciting reports for the parties funding the programs.
 - provide support through helping suggest new strategies to overcome field challenges.
 - provide basic technical support to help troubleshoot field equipment issues.
 - provide insight into the best gospel media to use.
 - learn of any new field opportunities through our existing programs and submit new opportunities to the Global Programs Director for proposal consideration.
- Help launch new programs by:
 - helping to write new program proposals at the direction of the Global Programs Director.
 - strategizing with program candidates to create proposals that fit their ministry context.
 - working with the Global Programs Director to filter program candidates.
- Create orders for program equipment requests and help fulfill rush orders.
- Organize shipping and track logistics for equipment to Renew hubs.
- Responsible for field follow-up and meeting report deadlines for donors.
- Track program budget expenditures.
- Meet with and brief the program manager weekly on tasks.

Required Skills:

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- Extremely organized and detail-oriented
- Excellent written and oral communicator
- Strong interpersonal skills, critical thinking and analytical abilities
- Expert with MS Word, Excel, PowerPoint, etc.
- Self-starter who takes initiative and completes tasks in a timely manner
- Able to juggle multiple projects and meet deadlines for time-sensitive requests
- Adept at synthesizing large amounts of information and data for program implementation, execution and support
- Familiarity with international missions or experience living and working in multicultural environments
- Speaks Multiple Languages - Preferred Spanish and Portuguese