

**Light a Single Candle Foundation (LASC)**  
**International Program Officer Guatemala & El Salvador**  
**Job Description**

**4.10.2024**

**Position:** International Program Officer Guatemala & El Salvador  
**Reports to:** Executive Director  
**Hours:** Salaried full-time 40 hours per week

This role will lead all of LASC's work and presence in Guatemala & El Salvador in sustainable poverty recovery

**Primary Responsibilities:**

- Work closely with the President and Executive Director in providing direction, support, and development of LASC Key Partnerships
- In coordination with multiple LASC team members, take the lead in the development of LASC Community Transformation (CT) work in Guatemala & El Salvador
- In coordination with LASC team members, manage the communication, reporting, and impact assessment of CT and project work in Guatemala & El Salvador
- In conjunction with LASC CT Coordinator, lead the quarterly reporting of key performance indicators (KPI) for all CT and Large Projects.
- Conduct international site visits independently and jointly with LASC team/leadership and in coordination with Principal and Implementing Partners. International travel can be expected to be up to 10-12 visits annually
- Work closely with the grants administration and program staff in reception, review, and implementation of all grants pertaining to Guatemala & El Salvador
- Take the lead role in new Partner identification and qualification within Guatemala & El Salvador to further grow the poverty interventions in these countries
- Provide support and coordination with LASC team members in all LASC work within Guatemala & El Salvador

**Additional Expectations**

- This role will work from and be located in the LASC office in Chesterfield, (St. Louis area) Missouri USA with regular travel to Guatemala and El Salvador, partner trips to Florida and within USA, as well as occasional trips to other countries in the LASC service area
- Travel will normally occur together with our partners and with LASC team members however, willingness to travel independently is expected
- Participate and assist as needed in preparation for quarterly Board of Directors meetings
- Will become one of 8 team members and staff will continue to grow annually
- Assist the President and Executive Director of the foundation as requested and perform additional duties as necessary

**Qualifications:**

- 3-5 years' of professional experience in international development, agronomy, or related international work

- Bachelor's degree required
- Demonstrated competence with Excel and Microsoft Suite Products, and exposure to a variety of program measurement tools is required
- Highly organized, excellent attention to detail, and professional skills are required
- Experience in international program and project oversight is preferred
- Prior experience in sustainable poverty recovery engagement is helpful
- Prior experience in an impact and program measurement with partners is preferred
- Embraces a model of empowerment, accountability, partnership, and hope in executing the work of sustainable poverty recovery
- Willingness to travel 10-12 weeks out of the year to visit international projects, specifically in Guatemala and El Salvador, but not limited to
- Spanish speaking skill are preferred, but not required, as many partners are bilingual

### **Personal Characteristics**

- Compassion for serving the poor coupled with a commitment to support their potential
- Self-motivated, works well independently, and desires to participate in creating a positive team environment
- Excellent verbal, written, and follow-up skills
- Strong and professional work ethic, flexible, and adaptive to change
- Enjoys networking and identifying solutions in response to challenges
- Can manage and succeed in providing support to multiple projects & partners simultaneously
- Enjoys a small team environment and values playing a key role in the development of the organization to its full potential
- Willingness to be a key part of the organization's leadership team is required

### **Wage and Benefits**

- Will be competitive and dependent upon earnings history, skills and qualifications.
- A salary range of \$90-115k annualized
- Paid vacation and holidays, health insurance, and retirement plan benefits included.

Light a Single Candle Foundation was founded in 2002 and its focus is sustainable poverty recovery, food security, income development and sustainable community transformation. About 100 projects were funded through our community partners in 2023. Internationally we work in El Salvador, Haiti, Honduras, Guatemala, Nicaragua, the Dominican Republic, and Jamaica. In the USA we serve in St. Louis MO. In addition to our Founder/President and his spouse who take an active role in the leadership of the organization, this new role will be our 8<sup>th</sup> employee. The work of the foundation continues to evolve as we learn, with increased focus on a more comprehensive and sustainable poverty recovery community development model. [www.lightasinglecandle.org](http://www.lightasinglecandle.org)

**Interested Candidates please send resume and cover letter to [courtneycarter@lightasinglecandle.net](mailto:courtneycarter@lightasinglecandle.net)**