



CIRCLE OF PEACE INTERNATIONAL

International Pen Pal Program Manager

Position summary: Manage COPI's Pen Pal Program that connects grade school children in the United States with grade school children at Circle of Peace School in Makindye, Uganda. The International Pen Pal Program Manager is a member of the Program Team and reports to the Program Director.

Responsibilities:

- Maintain a database of participating schools and the key contact people.
- Recruit new program partners in the U.S. as appropriate.
- Scope out ways of getting letters back and forth; help set up Skype calls as funds permit.
- Travel to schools in the greater Richmond area to speak to school children about Circle of Peace School.
- Evaluate the program annually with administrators at Circle of Peace School and schools in the US that are participating in the program.
- Develop ways for school children in the US to support the school beyond letter writing.
- Serve as a member of COPI's Program Team to coordinate efforts with other Program Managers.
- Share regular reports with the Program Team to be sent on to the COPI board.

Skills:

- Ability to travel and speak to school children in the greater Richmond area
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Time Management – Effectively managing one's own time and the time of others.
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Requirements:

- Committed to the mission, vision and values of COPI and COPS.
- Ability to respond to requests within 48 hours.
- Residing in the Richmond, VA area.
- At least a 12-month commitment is required.

Experience working with a nonprofit a plus.