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Project Manager Ethiopian Bible Institute

Job Description

28 May 16

Department: IRM	Grade: 8
Reports To: Director, Life & Light & Director of Antibody Operations	Code:
Supervision: Moderate	FLSA: Non-Exempt

The Life & Light Foundation is a Christ honoring ministry dedicated to reaching the lost people of the world with the truth of the Gospel of our Lord Jesus Christ as Savior of the world. We have a biblical love and heart for God's lost people, and desire as He does to see them saved and restored to Him.

Summary:

Seeking an adventurous individual with the heart for the lost to develop a one year Bible program to teach and disciple Bible Institute church planters at Scantibodies Ethiopian facilities and assist in the management of company projects. Pastors in training will work for Scantibodies Laboratories during the day and receive biblical training at nights while living on the campus. Project Manager responsible for weekly reporting, biblical discipleship training, and must be able to integrate with Scantibodies Laboratory mouse project and restaurant operations.

Essential Duties:

- Communicate closely with the Life & Light & Antibody Operations Directors on a daily/weekly basis regarding activities.
- Must be biblically trained, have knowledge of the scriptures, passion to share the gospel, teach and disciple the people of Ethiopia.
- Must be compassionate and have the attitude of service and gifts of hospitality
- Weekly accountability reports of daily work activities.
- Forecast and plan weekly for events and activities with company directed vision, mission, and goals in mind. Planning must be done far in advance for some events to be properly coordinate and executed.
- Tracking of all positive contacts encountered at planned events and interactions during the course of duties.
- Actively promote and seek volunteerism.
- Develop strategies for best practice and efficiency for plant operations
- Must be flexible to travel and live abroad
- Oversee mouse antibody operations
- Implement discipleship programs and event for church planters to equip and send out
- Business development and restaurant operations

Equipment Used:

- Personal Computer
- Company iPad mini
- Company phone
- Company vehicles

Job Specifications:

- High School diploma or G.E.D.
- Bible College Degree or equivalent experience
- Must have a valid Drivers' License and maintain a clean DMV record at all times.
- Excellent organizational skills required.
- Excellent verbal and written communication skills a must.
- Must have a heart and passion to teach Ethiopians to reach their Muslim countrymen and women.

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Basic computer admin skills for doing email, making spreadsheets, maps, & documenting work.
 Must have a heart and passion to reach Ethiopian people with company objectives, materials and methods, including events and activities regardless of observable results.
 Must have a basic knowledge of the Gospel and Bible doctrines and a good understanding of the company writings and materials that are being distributed or used.
 Work 40+ hours a week in various weather conditions.
 High integrity and ability to self-motivate with limited direct supervision.
 High degree of professionalism with the ability to be a high energy, passionate champion for the company.
 Understanding of Amharic language preferred
 Sensitivity to personal contacts by being able to align action in accordance with contacts' needs.
 The ability to set and adhere to the highest level of integrity, morals, and ethics.
 Stay in close communication with directors and motivated to work independently.
Any time you are unable to report to work due to illness you must speak directly to the Life & Light Director. If that person is not available then to the Human Resources department. It is not acceptable to leave voice mails, e-mails, or messages with co-workers.

Benefits:

- Full support, no deputation, and pay based on cost of living
- Health Insurance, 401K
- Residential accommodations provided on 12 acre campus.
- Work related travel accommodations

Location: Butajera, Ethiopia

Working Conditions/Physical & Mental Demands:

Fast paced work environment, working in varying indoor and outdoor conditions.

Supervision of Others:

N/A

Monetary Responsibilities:

N/A

EEO:

SLI is an equal opportunity employer and all employees are responsible for maintaining a discrimination and harassment free environment.

Ethics:

All employees are accountable for conducting their daily business responsibilities in an ethical and moral manner.

The above declarations are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

Approval Signatures:

 Manager Date

 Human Resources Date