U.S. Headquarters – Program Manager
Embers International Inc. is a global organization that seeks to (i) **protect, restore,** and **empower** victims of injustice, and (ii) catalyze sustainable transformation by creating access to opportunities and resources.

We strive to break intergenerational cycles of exploitation and uplift the marginalized. Our programs and advocacy lead to prevention of human trafficking and exploitation. Our current operations are strategically focused on helping the mothers and children in India’s slums and red-light districts through critical partnerships with local NGOs.

Watch the Co-Founders’ story here.

There is hope for restoration, healing, and empowerment, even in the most desperately challenging life circumstances. Our work is generative love in action, furthering our clients’ stories of freedom by helping them break the cycle of violence and exploitation for themselves, their children, and their children’s children.

During the pandemic, Embers International has distributed over 1.7 million meals to vulnerable populations and survivors of trafficking and provided vitamins and medicine to over 800 children living in poverty. Our educational programs are strong: We have enrolled 46 children in a red-light district into a private school and sent 6 at-risk youth and survivors of trafficking to university and graduate programs.

Embers International is a faith-based 501(c)(3) organization.
Modern-day slavery is a crime. It produces a multi-billion dollar profit by robbing approximately 40 million people of their life, freedom, and dignity worldwide.

Many suffer from a cycle of abuse that, without intervention, claims victims down through many generations. Intergenerational slavery is a cycle of exploitation that preys upon those made vulnerable because of social, economic, or cultural factors.

India is plagued by rampant poverty, with over 270 million people living below the poverty line, including thousands of children. Over 37,000 children live on the streets of Mumbai. The entrenched poverty renders this population vulnerable to exploitation.

We can break this cycle with a bold, sustainable, and transformative model of intervention. Embers International looks to a future with great hope and expectation, a future where bonds are broken and the smallest, most suppressed embers are set free to flourish.

VISION
A just world where all are free to flourish.
Manage all programs of Embers International under the supervision of Director of Programs.

Provide technical and administrative support to Director of Programs as requested, which can include coordination of programs implemented with field teams and consultants in India, lead/support the development of program reports, guidance notes, and monitoring of program budgets.

Support the development and/or improvement of monitoring and evaluation frameworks related to new and existing programs.

Work with field teams to collect program M&E data. Review, analyze and interpret data, and monitor program effectiveness.

Support the monitoring, evaluation (formative, process, outcomes) and learning for programs, primarily Project R3G2, G.R.A.C.E. Initiative and Legacy Education, and create quarterly reports with outcome-oriented data provided by partners in India.

Manage MOUs, contracts, payments, and other administrative tasks.

Collaborate with Communications Associate and across teams as needed for external communications efforts, such as social media, monthly newsletters, annual reports, and fundraising appeals (e.g. annual gala, year-end campaigns, Embers ambassador programs).

Provide Embers’ CEO and Board with periodic program updates and reports.

Support the hiring and onboarding of new program staff in India.

Create opportunities to develop India staff.

Work with Administrative Associate to manage program calendars and ensure all funding is sent to partners in a timely manner.

Develop and strengthen relationships with partner NGOs (e.g., Sahasee Embers Charitable Trust, Mahima School, ACT, etc.).

Assist Director of Finance & Operations to manage all program expenses and ensure expenses adhere to program budgets, and follow internal procedures and processes.

Serve as a point person to field all questions from partners and staff in India, including responding to day-to-day communications in a timely manner ensuring that relevant team members (Operations, Communications, Legal) are informed and copied as necessary.

Coordinate and facilitate program meetings internally and with field teams and partners.

Assist Director of Programs to strategize existing programs and develop new programs.

Assist Director of Programs for grant research and proposals.

Business trip(s) to India are required.

Direct Report: Director of Programs, Embers International
THE OPPORTUNITY

ROLES AND RESPONSIBILITIES

QUALIFICATIONS

BA (required) and Master’s Degree in a related field (preferred).

- Experience working with a small but mighty team.
- Experience with Microsoft Office suite (Word, Excel, PowerPoint).
- Excellent communication skills in English and open to learning and adapting to cross-cultural communication.
- Loves to tell impact stories with words and numbers.
- 3+ years of experience in a non-profit, preferably an anti-sex trafficking and/or social service organization.
- Entrepreneurial spirit to be a part of growing an organization.
- Affirm the Nicene Creed and identify as a Christian.
- Curious and passionate about serving marginalized and vulnerable populations of slum communities and a red-light district in India.
- International travel is required.

This position is a full-time position and is required to be at the HQ office in Fort Lee, New Jersey.
CONTACT

All interested applications should send their resume, cover letter, and a list of 3 references to info@embersinternational.org