



Sustainability Manager Job Description

Authority: Assumes the responsibility for the sustainability of The Esther School (TES) campus and programs in collaboration with a number of other staff positions.

Supervises: Zambian security personnel, North American visitors, and other campus visitors or interns.

Responsible to: Headmaster and Executive Director

Type of Position: This position is a contracted missionary position. A long-term commitment to campus programs and development of such into the future is highly desired. A minimum, two-year commitment is required. Housing (for individual & family) and some use of a school vehicle are provided. A maximum furlough time of 8-10 weeks per year can be established in coordination with other staff members and the Executive Director.

General Overview of Responsibilities:

- Sustainability Aspects
 - Monitors budget and spending for best use of TES and partner resources. Works with operations personnel to provide accountability.
 - Responsible for the ongoing sustainability (and maintenance) aspects of the school, such as but not limited to, agriculture planning and implementation, chickens/eggs program, and other future, similar programs.
 - Develops additional sustainable components and implement in collaboration with leadership staff, both in NA and Zambia.
- Family Investment Program
 - Works in conjunction with current operations and other staff members to improve Family Investment Program (FIP).
 - Promotes and encourages the FIP to the TES community parents.
 - Orients and provides follow-up for new TES parents involved in FIP and hour fulfillment of all FIP parents.
- Security
 - Responsible for hiring, outfitting, and supervising security personnel.
 - Responsible for meeting the safety and security needs of all residents, students, parents, and guests at the school.
 - Remains on campus providing security during months of June, July, and August, which is typical furlough time for teaching staff.
- Technology
 - Provides adequate support for campus Internet, phone needs, and maintenance and care of technology equipment at the school, i.e., routers, PC and Apple laptops, copier, projectors, and other similar equipment.
- Community, Visitors, and Donors
 - Works with volunteers and supporters to provide expertise in long-term sustainability and current campus needs.
 - Leads projects such as, but not limited to, the Big Sale and the annual Kids Camp.
 - Coordinates with US office on visitors and appropriate paperwork, donations (cash and non-cash)

- o given by visitors, and excess baggage use.
 - o Provides visitor support through collaboration on group coordination, transportation, orientation, visitor assignments, entertainment, promoting, and debriefing of entire group.
- Collaborative Efforts
 - o Provides accountability for cash and financial recording including, but not limited to, monthly reports to Executive Director, payroll, proper recording and payments of Zambian employee withholdings, Zambian banking, and cash management on campus.
 - o Assists with government and legal aspects of obtaining work visas and implements the process with new and renewing staff members.
 - o Collaborates with other staff to make necessary arrangements for and coordinate work teams and visitors.
 - o Collaborates on ordering and delivery of provisions such as, but not limited to: food, uniforms, backpacks, school and campus supplies, maintenance supplies.
 - o Provides North American community oversight, such as but limited to, travel scheduling, airport transport, campus policies and procedures pertaining to scheduling, housing, and vehicles.
- Provides Thorough and Consistent Communication
 - o Communicates daily with field team and regularly with North American staff, keeping up-to-date with field and administrative operations.
 - o Attends weekly field administrative meetings as required by Headmaster.
 - o Submits monthly reports to Executive Director and Headmaster identifying progress, celebrations, challenges, and future planning needs.
 - o Reports as requested for the purpose of board meeting updates.
 - o Regularly responds and communicates with Executive Director on planning and processes.
 - o Directs donors to the Executive Director to collaboratively channel giving through the US.
 - o Communicates ideas for projects and donors' giving using the proper channels.
 - o Maintains the Google calendar system regarding school and special events, staff travel schedules, visitors, etc.
- Performs Fundraising Tasks
 - o Promotes and shares stories and progress with personal donors, churches, and organizations from the field and when home on furlough.
 - o Raises funding for this position at TES to support TES' overall mission and the position's salary needs.

Required Education and Qualifications:

- Minimum of three years of successful, applicable experience in administrative leadership.
- College degree preferred.
- Demonstrates skill and knowledge of technology and computer use.
- Demonstrates excellent relational and team building skills.
- Embraces the mission and vision of the Esther School.
- Experience with or strong interest-in living and working in a cross-cultural setting.
- Embraces and demonstrates a biblical approach to work and life.
- Committed to living as a faithful Christ-follower.

Working Conditions:

- This is a field-based, missionary assignment where working and living conditions may be very different from those previously experienced.

Contact:

All North American teaching and administrative positions at *The Esther School* are viewed as missionary positions. The selected candidate will need to raise funds for support, living expenses, and travel.

To apply for this position, send resume and completed application available at <https://www.estherschool.org/get-involved/#opportunities> to Jill Postma, Executive Director, email: info@estherschool.org.