Orthodox Christian PRISON MINISTRY

Program Design Consultant

Title: Program Design Consultant
Location: Remote
Reports to: Executive Director
Status/ Classification: Contract Consultant (8-12month)

Orthodox Christian Prison Ministry

OCPM is a national, faith-based non-profit organization. OCPM serves those who are incarcerated and their families, and provides resources, training and support to our ministry partners so that lives are transformed and God is glorified.

Position Summary

Under the direction of the Executive Director, the Program Design Consultant is a term contract position that will research, design, and develop for OCPM:

A. A Case Management System
B. An expansion of OCPM's Correspondence Ministry
C. A scalable in-prison educational program for local prison ministries

The desired individual will have experience with program design and strong project management skills. In order to accomplish the above objectives, he or she should have the ability to collaborate with subject matter experts to research and amalgamate best practice data; define criteria to identify what is critical from the larger data sets; and then leverage results to execute tangible outcomes.

The contractor should have demonstrated professionalism and tact in communications, be a self-starter, have strong organizational skills, acute attention to detail, and ability to work well with the OCPM team.

As OCPM is a remote organization the contractor will work remotely. The Program Design Consultant will primarily report to the Executive Director and interact with the OCPM team via email, phone, and video chat, with some travel a possibility.

Goals

The Program Designer will be responsible for the research, development, design, and implementation plan for:

A. A Case Management System

- Build a comprehensive case management system for both prisoners and local prison ministries, with a database of Orthodox Christians, catechumens, and inquirers in prison and after release; and Orthodox clergy, laypeople, parishes, and groups who are

currently doing prison ministry; and established protocols for interconnections and relationship facilitation.

- Define success metrics to establish an understanding of the effectiveness of the case management protocols.

B. An expansion of OCPM's Correspondence Ministry

- Develop a program to provide a volunteer experience for Orthodox Christians to participate in correspondence. This experience should include a formalized education and training process, as well as opportunities for correspondence volunteers to interact with one another.

- Establish a communication protocol to encourage local ministries to enroll prisoners in OCPM's correspondence ministry as a means to maintain relationships with prisoners, regardless of their geographic movement.

C. A scalable in-prison educational program for local prison ministries

- Create a scalable program to deliver an in-person, in-prison class on early Church history and combating the passions as taught in the writings of the early church fathers.

These objectives are laid out in greater detail in OCPM's 20201 Program Implementation Plan, which is available upon request. With the assistance of technical support and subject matter experts, the Program Designer will oversee the development of the information architecture and communication protocols needed for objective A; but also, the research and information amalgamation needed for solutions B and C. This role will be responsible for helping with the initial implementation of the tools and processes created to achieve A, B, & C.

Qualifications and experience

Superior ability to manage priorities and workflow; experience in project design concepts; nonprofit experience; strong organizational, problem-solving, and analytical skills; experience with G-suite a plus; respectful and appreciative to OCPM's mission; a self-starter needing little supervision.

Associate's degree or equivalent with 3-5 years related experience or combination of education and experience preferred.

As a small organization, a significant amount of flexibility and teamwork is required.

Additional information

- This is a term contract position with flexible work hours during the normal business day.
- OCPM does not have a central office. The contractor will work out of an office in his or her own home and will provide their own computer. OCPM will provide the essential software and communications tools reasonable for a virtual office.
- Some travel for research may be required. All travel will be compensated by OCPM with prior authorization.

How to Apply

Send a cover letter and resume to communications@theocpm.org