



Executive Projects & Operations Manager

WHO WE ARE

Christel House International (CHI) is a global education network serving more than 7,000 students from under-resourced communities in India, Jamaica, Mexico, South Africa, Colombia, Nepal, and the US. Our vision is for our students to break the cycle of poverty. Our goal is that they will achieve upward economic mobility, become good citizens, and identify and realize their goals, dreams, and human potential. To achieve this goal, the Christel House model is holistic, purposefully integrating academics, leadership and character development, health & social services, and college & careers.

WHAT WE BELIEVE

We are unwavering the belief that our students' potential is not limited by their experience with poverty. By providing them with the right interventions, connecting them to empowering opportunities, and intentionally developing their sense of agency and self-efficacy, we equip our students with the skills and knowledge to pursue and achieve their goals and aspirations. Christel House graduates are prepared to take a seat at the table of life.

WHAT YOU WILL DO

Strengthen operational coordination, executive workflow management, and cross-functional alignment across CHI and its global network of schools. As CHI grows in complexity and scale, this role will ensure disciplined follow-through, seamless communication systems, structured planning cycles, and high-quality operational rhythm. This role will serve as an integrator, translating leadership priorities into structured action, ensuring decisions are documented, deadlines are met, stakeholders are aligned, and execution remains timely and consistent. This position reports to the Chief Executive Officer and Chief Operating Officer.

KEY RESPONSIBILITIES:

1. Executive Support to CEO and COO

- Create and keep documents organized, up to date, and accessible to support collaboration and leadership decisions, producing high-quality reports, presentations, and summaries as requested.
- Prepare agendas, materials, and briefing notes for meetings with:
 - Country CEOs
 - CHI leadership teams
 - Board members
 - Any other meetings the CEO or COO deem as necessary
- Track follow-up items from meetings and CEO/COO to do lists and ensure timely resolution.
- Provide quality control oversight of the COO and CEO calendars (final review of entries, meeting preparation confirmation, documentation readiness).
- Assist in managing executive email flow by organizing inboxes, filtering non-relevant communications, flagging priority messages, drafting responses, and maintaining efficient email workflows.
- Support travel planning, logistics, and meeting coordination as needed.

2. Operations & Project Management Support

- Support coordination of the CHI and countries' business planning process, including milestone tracking and submission follow-ups.
- Provide project management support for grant cycles and other cross-country operational initiatives.
- Track operational projects for the CHI Operations Team, ensuring project steps, timelines, and ownership of major projects are clearly defined and communicated.
- Take structured notes in Operations Team meetings and ensure follow-up action items are completed on time.



- Monitor and report on progress toward key operational priorities.
- Support operational communications

3. Communication & Stewardship Support

- Support executive communications, including:
 - Drafting responses for CEO and COO review
 - Tracking donor or partner follow-ups for CEO
 - Ensuring stewardship tasks (thank-you notes, acknowledgments) are completed by the CEO
- Support coordination of LinkedIn updates or external presence materials when requested.

QUALIFICATIONS

Education

- Bachelor's degree required (Business Administration, Organizational Leadership, Public Administration, Education, International Development, or related field).

Required Experience & Skills

- 5–8+ years of experience in project management, operations, executive support, consulting, or organizational coordination roles.
- Demonstrated ability to manage multiple complex workstreams simultaneously in a fast-paced environment.
- Strong written and verbal communication skills (professional-level English required).
- Exceptional organizational discipline and attention to detail.
- Discretion when handling confidential or sensitive information.
- Ability to anticipate needs, prioritize effectively, and operate independently.
- Experience supporting senior leaders or executive teams.
- Experience in nonprofit, education, or multi-country organizations.

OUR VALUES

- Integrity
- Passion for outcomes
- Continuous Learning
- Effective Communication
- Inclusive Teamwork

PROFESSIONAL COMPETENCIES

1. Ethics and Integrity
2. Interpersonal Effectiveness and Teamwork
3. Communication Skills
4. Devotion and Commitment
5. Technical application knowledge/competence
6. Planning and Organizing
7. Urgency and Quantity of Work Output
8. Problem-Solving, Innovation, and Creativity
9. Leadership/Decisiveness and Judgment
10. Work Product Excellence

This is a remote position. We preferably seek candidates based in the countries we serve

Interested applicants should send their resume and cover letter by April 30th, 2026 to Moni Marin at mmarinrueda@christelhouse.org

Christel House is an equal-opportunity employer. It is important to us that all staff members have a workplace free of discrimination of all kinds and where everyone can bring their authentic selves to work. We do not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, veteran, or military status.