



## Deputy Missionary Services Divisional Leader

**Job title** *Deputy Missionary Services Divisional Leader*

**Reports to** *Divisional Leader, Missionary Services*

### Job purpose

The purpose of this position is to support the development and execution of the CLUB1040 Missionary Services Division.

### Duties and responsibilities

The primary job duties and responsibilities include, but are not limited to:

- Assist in the Development of Team and resources to execute the mission and tasks of Missionary Services Division.
- Aid in the Recruitment of CLUB1040 and Associate Missionaries
- Support the Equipping of CLUB1040 and Associate Missionaries by developing and promoting tools, resources, and best practices.
- Care / Support of CLUB1040 and Associate Missionaries both on and off the field.
- Maintain records of reports collected by regular contact with CLUB1040 Missionaries.

### Qualifications

The ideal candidate will understand and demonstrate a commitment toward the mission and vision of CLUB1040; have excellent written and verbal communication skills, superior organizational and task management skills, ability to work independently with minimal supervision, and a commitment to excellence.

### Working conditions

Office and computer work / Incoming and Outgoing phone calls / Mail processing.

### Physical requirements

Sitting at a computer for extended periods of time.

### Direct reports

Missionary Services Team and Specialist Volunteers

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**Approved by:** *Executive Leadership Team*

**Date approved:** *June 24, 2016*

**Reviewed:** *June 24, 2016*