



Job title *Missionary Outreach Divisional Leader*

Reports to *Executive Leadership Team*

Job purpose

The purpose of this position is to provide development, management and oversight of the CLUB1040 Missionary Outreach Division.

Duties and responsibilities

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

- Development of Team and resources to execute the mission and tasks of Missionary Outreach Division.
- Manage affairs of International Rhema Bible Training College(s) administration and alumni associations as they relate to CLUB1040
- Develop, curate and promote tools, resources, and best practices beneficial to missions in the 10/40 window.
- Oversee all aspects of GIVE A WEEK AWAY Short Term Mission Experience Trips and Teams.
- Promote CLUB1040 by managing Itinerating Teams.
- Support *Around the World with Matt and Lizzy* Project Manager
- Produce and present ongoing reports of Mission Outreach projects

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.
Some domestic and international travel.

Physical requirements

Sitting at a computer for extended periods of time.

Direct reports

Missionary Outreach Dream Team

Approved by: *Executive Leadership Team*

Date approved: *June 24, 2016*

Reviewed: *June 24, 2016*