

POSITION: Director of Programs and Training
REPORTS TO: Executive Director
STATUS: 40 hours weekly, non-traditional, flexible

OVERVIEW

The Director of Programs and Training will give evidence of a deep love for Christ, and will exemplify Him in all of his/her work to further Christ's Kingdom. The person in this position will share the passion of Jesus regarding marginalized people, value and serve a diverse community, and positively motivate people in a collaborative, team-centered environment. The person will exemplify the characteristics of a servant leader and be able to build relationships with people at all levels of society. **This position will eventually grow into the Executive Director role who would be supported by a Fund Director.**

PRIMARY AREAS OF RESPONSIBILITY

Administrative

- Oversee all matters regarding programs and training.
- Supervise and evaluate programs staff.
- Submit written report for Board meetings.
- Participate in fundraising by being an advocate in the communities in which God placed you.
- Be visible in the community to raise awareness and support.

Programs and Development

- Empower and assist programs staff by listening and brainstorming.
- Identify program opportunities that encourage partnering with new initiatives and collaborations.
- In conjunction with the Executive Director, cast vision for programs of the organization.
- Communicate effectively the mission of VIS to various stakeholders in churches and the community.

Training and Coaching Church Leaders

- Organize, facilitate and perform trainings for ministry leaders.
- Support the work of deacons and other ministry leaders.
- Communicate through blogs, e-news and Facebook.
- Report (most often written) at CRC Classis Meetings (2x/year).
- Serve on the Diaconal Ministry Committee (CRC Classis GR South) and give VIS report.
- Report to CRC Classis Grandville Executive Committee 2x/year
- Grow partnerships with multi-denominational churches and agencies.

QUALIFICATIONS

- The Director must evidence a lifestyle of Christian service, and be an active member of a Christian church.
- Be familiar with the role of the Deacon in the Christian Reformed Church preferred.
- Effectively manage people and projects.
- Communicate skillfully both verbally and in writing.
- Bachelor's degree in a related field preferred.
- Five years minimum experience in a leadership role in a ministry setting preferred.
- Possess critical thinking skills, and an efficient and organized work style that includes proficiency in basic computer applications.