



World Outreach Associate Director

March 11, 2016

1. Summary: The World Outreach Associate Director is located in the EPC Office of the General Assembly in Orlando, Florida, and collaborates with the Director to achieve the stated purpose of World Outreach, serving as a member of the WO Leadership Team. The Associate Director manages the Personnel function, and supervises Mobilization and WO Office operations. As requested, the Associate Director assists the Director relating to Field Operations, and Field Services.

2. Reports to: World Outreach Director.

3. Supervises: The Mobilization Coordinator, the Personnel staff (Team Development Coordinator, Member Care Coordinators, Crisis Management Coordinator, Child Safety Officer), and the WO Office staff (Administrative Assistants, Financial Assistant).

4. Responsibilities and Functions:

- Manage the World Outreach Personnel function (selection, deployment, and member care of missionaries).
- Supervise and Assist the Mobilization Coordinator to promote healthy missions orientation and practice in congregations, and the recruitment of well-qualified missionary candidates.
- Supervise the work of the World Outreach Office Staff to ensure high-quality administrative support for all World Outreach operations.
- Serve as the in-house deputy to the World Outreach Director.
- Ensure organizational compliance to the World Outreach Manual and any other matters of law or regulation.
- Responsible for development and administration of the budget.
- Manage WO information systems requirement of the organization in coordination with the Service Provider.
- Serve as a member of the World Outreach Crisis Management Team.
- Report to the World Outreach Committee on progress toward goals and financial health of the organization.

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5. Relationships

- Ex-officio member of the World Outreach Committee with voice but no vote.
- Member of the World Outreach Leadership Team.
- Primary contact for EPC Service Provider Agreement.

6. Qualifications

- Unconditional commitment to the EPC Essentials of Faith.
- Ordination as Elder (Teaching Elder preferred).
- Alignment with the World Outreach vision and mission.
- Personal practice of disciple-making (evangelism).
- Minimum of Bachelor's degree required (Master's degree preferred).
- Minimum of 5 years' experience in church or parachurch organization management; other pertinent business or nonprofit experience helpful.
- Demonstrated competency in use of electronic tools.
- Demonstrated leadership and vision in managing staff groups and major projects or initiatives. (Similar to the role of Executive or Administrative Pastor).
- Excellent communication skills, both verbal and written.
- Excellent interpersonal skills and openness to direction within a collaborative management style.
- Experience as a field missionary, mission agency administrator, or cross-cultural communicator beneficial (but not required).

Mission and Vision of the Evangelical Presbyterian Church:

Mission: The EPC exists to carry out the Great Commission of Jesus as a denomination of Presbyterian, Reformed, Evangelical, and Missional congregations.

Vision: To the glory of God, the EPC family aspires to embody and proclaim Jesus' love as a global movement of congregations engaged together in God's mission through transformation, multiplication, and effective biblical leadership.