



## **U.S. Program Director (Full-Time)**

### **Job Description**

#### **Position Description Summary:**

The U.S. Program Director supervises a wide range of ministries. They will be responsible for the delivery and overall success of each program. They will supervise managers and inform management on progress and performance. The U.S. Program Director pursues excellence in promoting and representing the Won By One To Jamaica mission experience to organizations, trip participants and international/domestic partners so that God may be glorified and people may come to know the saving power of Christ.

#### **Position Qualifications and Requirements:**

To perform this job successfully, an individual must maintain a personal relationship with God and be a consistent witness for Jesus Christ. The individual must also be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Individual is required to raise their own financial support for this position.
- Ability to travel to field sites to lead mission teams.
- Excellent planning and organizational skills.
- Above average communication skills - both verbal and written.
- Proficiency with Google Docs or Microsoft Office suite software.
- Work well in a diverse team and a pressured environment.
- Flexibility and adaptability.
- Cheerful, diplomatic, encouraging and concern for the spiritual well-being of the team.
- Spiritual maturity, ability to keep the focus of work on the overall goal of expanding the Kingdom of God.
- Ability to communicate and interact well with people of differing educational, linguistic, cultural and socio-economic backgrounds.
- Strong relational skills.
- Proven leadership experience.
- Diplomacy, negotiating skills.
- Financial management experience preferred.
- Ability to meet the scheduling requirements of the position including, but not limited to, work overtime as necessary, travel up to 30% of the time and possess a valid driver's license.
- Reflect principles of Christianity with a heart for the world.
- Ability to self-manage and meet deadlines.

## **Education and/or Experience:**

Associate degree or bachelor's degree (B.A.) from accredited college or university, or a minimum of two years related work experience, or equivalent combination of education and experience. Twelve credit hours of college-level Biblical studies or equivalent strongly preferred.

General understanding of, or experience in, short-term missions environment beneficial.

## **Authority and Accountability:**

The U.S. Program Director is selected by the Executive Director and is delegated sufficient authority to accomplish the duties, responsibilities, goals, and objectives that have been established for the functional position of U.S. Program Director.

The individual occupying the functional position of U.S. Program Director shall be accountable to the Executive Director.

## **Essential Duties and Responsibilities:**

- **Missions Recruiting & Consulting**
  - Recruit and plan for groups to participate in WBOTJ mission trips, which will further encourage and equip Christians in their walk with Christ.
- **Location Delegations**
  - Support operations leadership in carrying out established location goals which are Ministry, Operations, Consulting, and Recruiting driven.
- **Supervision**
  - Support and guide Program Staff to carry out their responsibilities and tasks that assist in accomplishing the vision and mission of WBOTJ.
  - Initiate and set goals for programs according to the strategic objectives of the organization.
  - Plan the programs from start to completion involving deadlines, milestones, and processes.
  - Develop or approve budgets and operations.
- **Personal Development Management**
  - Further develop spiritual, interpersonal, and organizational skills to equip oneself to partner with WBOTJ in furthering the Kingdom of God.