



POSITION DESCRIPTION

STEP Program Director

Summary: Under the general direction of the Director of Mobilization, the STEP program director provides leadership in envisioning and implementing Serving To Equip People (STEP) opportunities on the field, with the goal of growing Entrust's global impact. This includes working with field staff to develop ministry opportunities, recruiting, training and preparing STEP staff for deployment of 2-months to 2-year terms, and maintaining regular communication with field staff mentors and STEP staff. The STEP program director exercises considerable judgment and initiative in the performance of job responsibilities.

Reports to: Director of mobilization, working in conjunction with the COO and human resources.

Commitment: Full-time

Location: North America

Compensation: Raises support

SPECIFIC AREAS OF RESPONSIBILITY

- Promote STEP through a variety of means of communication including social media.
- Promote STEP at relevant events, including on-campus with select colleges and universities, connection with mission professors and departments, presenting Entrust methodologies and STEP opportunities in classroom settings.
- Research and identify potential new STEP recruits.
- Maintain an effective network and record of partners and organizations willing and able to host STEP recruits.
- Work with field staff mentors to create task descriptions, projected budgets, and determine housing.
- Respond to all inquiries regarding STEP.
- Perform initial interviews with applicants and determine interest and compatibility with STEP.
- Work with human resources to shepherd STEP recruits through the hiring, training, preparation and deployment process.
- Coordinate overseas placements for STEP recruits including: working with human resources on pre-deployment orientation, building cross-cultural awareness, health and safety preparation and precautions, goals and expectations, raising support, building partnerships; provide guidance on obtaining visas and booking flights; ensure risk assessments are undertaken for each placement; act as the emergency point of contact between STEP recruits overseas and family in the U.S.

- Provide regular mentoring and communication for deployed STEP recruits through personal visits, email, Skype or phone.
- Take occasional strategic trips overseas to validate opportunities, build partner relationships, set up new placements, visit and support STEP recruits, and evaluate placements and mentoring relationships.
- Regularly review program practices to ensure they remain aligned with Entrust mission, vision and values.
- Ensure appropriate pastoral care is provided for STEP recruits before, during and after overseas placement.
- Arrange and hold post-assignment debriefs.
- Create resources to help churches and individuals support their STEP partners.
- Attend Entrust *Facilitating Relational Learning* (FRL) training to become familiar with Entrust methodologies. Attend other Entrust modules as available and appropriate to gain fluency with all Entrust training resources.

OUTCOMES

- STEP will be a viable, ongoing ministry of Entrust.
- STEP participants will be hired, trained and deployed in a timely fashion.
- The STEP program will be well-managed, assessed and revised as needed to ensure long-term success.

QUALIFICATIONS

Professional Qualifications

- Genuine interest and understanding of global leadership training.
- Proven ability to work effectively with all age groups, especially with the 18-30 age group.
- Excellent organizational skills.
- Proven ability to work well in a team.
- Excellent interpersonal skills in both written and spoken forms.
- Experience in giving presentations.
- Ability to work on own initiative and to prioritize workload.
- Proven ability to provide one-to-one and team pastoral care.
- Experience overseas (long- or short-term).
- Available to arrange schedule for orientations and team debriefs.
- Familiarity with Microsoft Office software; interest and ability to learn other software as necessary.

Personal Qualities Desired

- Desire to help people become engaged in long-term ministry.
- Clear thinker, able to work effectively and remain calm under pressure.
- Understanding of different cultures.
- Ability to think strategically.

- Self-motivated/self-starter.
- Flexible and adaptable to change.

Spiritual Qualities Desired

- Growing Christian who is actively following Christ and active in a local church.
- Consistent devotional life.
- Ability to bring a spiritual perspective to his/her work as demonstrated in attitude, faithfulness and interpersonal relationships with others.
- Team spirit and a teachable servant's heart.
- Agreement with Entrust statement of faith.