



Job Title: Assistant Regional Field Director

Objective: To provide pastoral care, leadership, accountability, and vision to ISI field staff and volunteers in a geographical area assigned by the responsible Regional Field Director.

Reports to: Regional Field Director

Supervises: City/Area Mobilizers, Directors of City/Area Ministries, and any ISI field team members (including Ministry Representatives) lacking local supervision, as assigned by the responsible Regional Field Director.

Spiritual Qualifications

- Person of prayer
- Teachable spirit
- Person of spiritual maturity and committed to personal spiritual growth
- Adherence to the Statement of Faith, Mission and Vision Statement, and Moral Conduct Policy

Educational/Experience Qualifications

- Minimum of a four-year college degree.
- Minimum of five years of work experience that encompasses people management, pastoral and leadership development skills
- Demonstrated work experience in administrative skills of project management, planning and organizational skills, holding others accountable if necessary
- Ordination or commissioning prior to or as soon as possible after assuming this position is highly recommended

Other Qualifications

- Has an enjoyment of people and strong interpersonal skills
- Is skilled at presenting self and the vision of ISI before others
- Exercises discernment
- Ability to prioritize and manage work and time
- Is a leader and is able to inspire and supervise others
- Enjoys encouraging and helping others succeed
- Committed to ISI's vision
- Strong, executive decision-making ability
- Possesses and exhibits a positive, professional manner
- Ability to work under stress
- Self-starter, ability to work independently and take initiative
- Ability to inspire people to action and commitment
- Project an entrepreneurial orientation
- Ability to maintain confidentiality
- Team Player
- Flexible

Responsibilities:

1. Oversees the development of and progress towards ministry goals, implementation of the ISI national strategic plan and complementary regional/local plans, and ministry activities within the area.
2. Builds an ISI team identity within the area by creating opportunities for communication, encouragement and celebration of individual accomplishments and evidences of God's work.
3. Takes responsibility for resolving team member conflict within the area.
4. Assists the Regional Field Director with all personnel issues in the area, as tasked, including initial approval of area staff budgets, subject to home office oversight.
5. Reviews, monitors, and encourages the completion of annual ministry goals developed by Directors of City/Area Ministries, and any field staff without other supervision.
6. Participates with Directors of City/Area ministries and any field staff in the year-end reviews of ministry and in the development of plans for the coming year.
7. Seeks to identify, inform, and encourage individuals within their area interested in staff positions; works to develop a recruitment attitude in all ISI staff.
8. Ensures the completion of performance appraisals, and responds to, staff ministry and statistical reports.
9. Ensures timely responsiveness by local staff to Home Office requests for reports and statistical information.
10. Provides for the personal development of area staff through correspondence, regular visits, resources, training, and regional retreats.
11. Reviews and evaluates area staff requests for international travel.
12. Supervises City Directors in the establishment of city Development Councils and/or in fund-raising efforts to support city ministries.
13. Supervises area staff where there is no City/County/Area Director in place.
14. ISI authorizes staff to perform various ministry functions including, but not limited to, leading Bible studies, praying, leading ICFs, planning, directing, and/or supervising the ministry activities of others, and planning and developing the content of religious activities or other events and activities with students and other ISI participants. When appropriate staff may preach and teach the Word of God and perform sacerdotal duties, such as officiating for baptisms, weddings, funerals, and the administering of Holy Communion.
15. Works closely with the Regional Field Director in a "team" type relationship. Can expect assistance when requested or needed from the RFD.
16. Functions as the Regional Field Director during his or her absence.
17. Other duties as assigned.