

POSITION SUMMARY

This is a 40 hour per week position. Some travel is required.

Under the direction of the National Director, the Director of Precept Network oversees the Precept Network Mobilization. The position is responsible for creating and maintaining an effective non-paid staff program throughout our entire ministry by mobilizing those passionate about *inductive Bible study* and called by God into action. The Director position exists to plan, develop, and implement service opportunities, fund raising, and the management of unpaid staff in accordance with meeting the ministry's mission and vision of *establishing others in God's Word*.

SUMMARY OF QUALIFICATIONS

- Must have a genuine love and calling for developing leaders.
- Ability to communicate clearly and concisely with others using spoken and written English.
- Ability to allocate authority and/or task responsibility to appropriate people.
- Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.
- Ability to think strategically and develop a vision for the future and create a culture in which the long range goals can be achieved.

SKILLS & ABILITIES

- 10+ years organizational and leadership development work experience.
- Participation in at least 8 PUP courses as either teacher or student.
- Proven expertise using instructional methods and training techniques, including training design principles, and blended learning strategies.
- Expertise and experience in on-line training methods.
- Proficiency with Microsoft Office Suite: Word, PowerPoint, Excel and Publisher.
- Must be able to quickly become proficient with the Precept Network web based application, understand the Precept database management and be comfortable with social networking via the web.
- Must participate in at least 2 Precept Inductive Bible Studies per year.
- Fully embrace mission, vision and doctrinal statement of Precept Ministries International.
- Must have a thorough understanding of the Precept Network framework and structure.

CERTIFICATES & LICENSES

Must be a Precept Upon Precept Certified Leader.

This is a summary of the key job requirements. Qualified applicants will be provided with a detailed Job Description.

Please prepare an Application Package consisting of the Employment Application, a current resume and covering letter, with salary requirements (salary history preferred but not required), to msheldrake@preceptministries.ca. Your Application Package may also be dropped off at Precept Ministries Inc., 14 Holiday Dr., Brantford, ON N3R 7J4 or faxed to 519-751-7666. No phone calls, please. This is an ongoing search and qualified applicants will be contacted at the sole discretion of Precept Ministries. No other follow up with applicants will be offered.