

**Global Ministries of the Christian Church (Disciples of Christ)
and the United Church of Christ**

POSITION DESCRIPTION

Title: International Recruitment and Training Program Manager
Ministry Team: International Program Team
Reports to: Chief Administrative Officer
Location: Indianapolis, Indiana (Hybrid)

Purpose and Function

The International Placement and Training Program Manager provides leadership in the recruitment, training, and placement of mission co-workers appointed by the Common Global Ministries of the Christian Church (Disciples of Christ) and the United Church of Christ.

Typical Duties and Responsibilities

1. Implements and manages mission personnel recruitment, training, and placement system for mission co-workers, global mission interns, long-term and short-term volunteers, in consultation with the Global Relations Ministers.
2. Develops strategies and timelines to ensure a diverse mission personnel in recruitment to appointment, including specific strategies for recruitment of racial ethnic persons, young adults, and persons with specialized skills.
3. Coordinates the screening process (references, background checks, psychological and medical evaluations, and interviews) for mission co-worker, long-term volunteer, global mission intern, and short-term volunteer candidates using best industry practices.
4. Facilitates the work of Global Ministries staff mission personnel committee by leading the interview, debriefings, and voting process, preparing and tracking personnel actions, and organizing mission personnel candidates' orientation.
5. Provides staff support to the Common Global Ministries Board of Directors Mission Co-Worker Committee.
6. Develops programs for orientation and preparation of mission co-worker candidates; arranges and facilitates continuing education opportunities, in consultation with Global Relations Ministers and staff teams, for mission personnel staff.
7. Coordinates the commissioning services for newly appointed mission personnel in consultation with Global Relations Ministers, local ministers and congregations, Conference or Regional Ministers.
8. Manages the preparation of mission co-worker votes, in consultation with Co-Executives and Global Relations Ministers, related to home assignments, terminations, retirements, medical and family leaves, etc.
9. Designs and recommend performance evaluation instruments for mission personnel by Global Relations Ministers and monitors the evaluation process using best industry practices.

10. Promotes Global Ministries' mission opportunities throughout the Christian Church (Disciples of Christ) and the United Church of Christ, including affiliated colleges, universities, and theological institutions.
11. Nurtures and cultivates networks with Disciples of Christ Regional Ministers, United Church of Christ Conference Ministers, and other leaders in both denominations to facilitate the recruitment process.
12. Administers the budget of the mission personnel office in coordination with the budget building processes of Global Ministries.
13. Maintains a permanent file of mission staff appointed by Global Ministries.
14. Supervises a program assistant.
15. Other duties as assigned.

Knowledge, Skills, and Abilities: *The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform successfully in this position.*

1. Thorough understanding of the history, polity, and structures of the Christian Church (Disciples of Christ) and United Church of Christ.
2. A bachelor's degree in human resources is preferred, or a combination of academic study and experience.
3. Implementation of the Christian mission.
4. Commitment to and theological understanding of mission in its broad range of concerns.
5. Demonstrated ability to work collaboratively and collegially as well as independently, exercising initiative with appropriate follow-through.
6. Positive attitude with the ability to handle a variety of issues and personalities with tact and courtesy.
7. A forward-looking thinker who actively seeks opportunities and proposes solutions.
8. Demonstrated strong written and oral English language skills.
9. Proficiency in Microsoft Office software suite.
10. Experience in processing and reconciling accounts, and monitoring program budget and expenses.
11. Experience in office administration; ability to organize work, set priorities, and motivate oneself. Must be proficient in the use of the computer, including word processing and database applications.
12. Ability to maintain confidential information with discretion.
13. Ability and flexibility to work evenings, weekends, and travel 30% of the time within the U.S. and internationally as needed.