CGCS Associate Director

**Job Title:** Associate Director of the CGCS **Department:** Center for Great Commission Studies **Division:** Academic

**Supervisor:** Director **Classification:** Associate Director **Rate:** ??

# Purpose of the Job

Provide leadership, direction, and oversight of key mobilization and student initiatives in the Center for Great Commission studies. Support the director by administering and facilitating SEBTS mission trip strategy.

# Essential Functions and Responsibilities

Develop and execute the CGCS short-term mission trip strategy Oversee the student mobilization strategy for the CGCS Provide general leadership to center staff when necessary Support the Director of the CGCS in leadership responsibilities Other needs and responsibilities as assigned

# Develop and Execute the Short-term Mission Trip Strategy

Work with the Office Manager to facilitate the CGCS mission trip strategy Recruit and train faculty members to lead mission trips

Develop varied mission trip strategies

For instance, partnering with churches to do joint mission trips Secure trips and create the annual mission trip calendar

Maintain field relationships for continuing mission trip partnerships

# Student Mobilization

Oversee the student mobilization strategy for the CGCS

Promote international and North American missions to the student population

Assist with SEBTS and CGCS events, including inviting and hosting IMB, NAMB, and other partners

Coach and counsel students concerning calling and ministry preparation

Plan a missions week on campus every year in coordination with other campus offices and SBC partner entities

Coordinate efforts with the IMB MAG concerning international missions mobilization

Manage the student mobilization database and its use

# Knowledge and Skills

Required: Graduate degree in theological studies Preferred: Advanced degree in missiology or related field

Extensive field ministry and missions experience (cross-cultural missions experience preferred)

Good communication and coaching skills Experience in project management a plus

# Fiscal Responsibility

Oversee the mission trip budget

Personal travel expenses incurred for CGCS travel

# Extent of Public Contact

Extensive contact with the student body (counseling and coaching students for mobilization)

Public speaking opportunities on and off campus IMB, NAMB, and other denominational partners Local area church leaders

# Working Conditions and Environment

Primarily working in the CGCS office setting

Periodically working outside the center on campus or off campus executing events

Potential for occasional travel, domestic or international