

World Concern is a US based, Christian global disaster response and sustainable community development agency.

The love of Jesus Christ compels us to join Him in spiritual reconciliation and physical transformation by expressing a culture that is boldly focused on Christ and extending opportunities to people facing the most profound human challenges of extreme poverty.

We serve 7 million people in 12 countries, focusing on food security, child protection, education, maternal and child health, micro finance, vocational training, clean water and sanitation and disaster response

GENERAL SUMMARY: The Short Term Missions (STM) Manager is responsible for designing, developing and overseeing a program of short-term mission and education aimed at fostering mutual transformation. Receive direction from the Director of Transformational Development and collaborate with Faith Engagement, Regional Church Liaisons and country-level staff. Equip church partners, staff, and STM participants to be effective agents of reconciliation. Provide opportunities for meaningful engagement at the field level in a manner that is consistent with long-term transformational development programming.

1. Partner Capacity Building:

- Develop and deliver training in transformational development for partner churches and individuals.
- Collaborate with technical advisors and curriculum development specialists to design training of trainer workshops for World Concern's core development sectors.
- Refine and standardize pre-trip training procedures for travelers to the field, covering Code of Conduct, security, cultural orientation, etc.
- Develop post-trip debriefing materials and processes.
- Establish a training plan for Short Term Mission (STM) trip leaders.

2. Planning and Coordination:

- Collaborate with Country Directors and Regional Church Liaison Officers and identify appropriate opportunities for STM engagement.
- Develop and maintain an inventory of trips for prospective groups of travelers.
- Design and oversee the application process for STM volunteers.
- Ensure logistics on the field are handled in an appropriate and timely manner.
- Develop and maintain a database of the profiles of approved volunteers.

3. Strategic Direction:

- Collaborate in the process of formulating, articulating and employing World Concern's strategic approach to STM's.
- Work with Country Directors to develop a strategy and system for the integration of short-term service visits into existing and future programs.
- Design a plan with Faith Engagement for follow-up giving and engagement opportunities for STM participants.
- Capture, document, and respond accordingly to participant feedback and lessons learned.
- Monitor and evaluate effectiveness and impact regularly for all stakeholders.

4. Management:

- Supervise the Field Mission Coordinator.
- Provide guidance and direction for the Regional Church Liaison Officers.
- Establish and supervise a pool of US volunteers to assist in various domestic training and workshops.
- Ensure pre, during, and post-trip processes and procedures are understood and adhered to by relevant volunteers and staff.

5. Work collaboratively with supervisor, coworkers and customers.

6. Perform other related duties as assigned.

ESSENTIAL QUALIFICATIONS:

(Any Equivalent Combination of Knowledge, Skills, Abilities, Education and Experience)

1. Christian Commitment: A deep and abiding faith that is fully surrendered to the will of Jesus Christ, evidenced by a lifestyle that is consistent with biblical principles in word and deed. Commitment to spiritual growth and development. Demonstrates the values of a CRISTA leader.
2. Education: *Bachelor's* degree in International Community Development, Global Mission, Intercultural Leadership or a related field from an accredited college or university recognized by the United States Department of Education or equivalent.
3. Experience:
 - Seven years' experience managing teams.

- International field-level experience in community development.
 - Extensive involvement in design and delivery of adult education.
 - Previous participation in short-term mission leadership.
 - Demonstrated success working cross-culturally.
 - Lay or vocational ministry leadership in the institutional church.
4. Software and Equipment Used: Proficiency with Microsoft Office Suite
5. Other Considerations:
- Effective leadership in a multi-cultural team environment.
 - Strong interpersonal and communication skills.
 - Able to work independently as needed.
 - Fluent in written and spoken English.
 - Able to communicate clearly and concisely through writing.
 - Willing to travel to harsh, remote places.

PREFERRED QUALIFICATIONS:

(Any Equivalent Combination of Knowledge, Skills, Abilities, Education and Experience)

1. Education: Formal or informal Bible Training; formal or informal training on Transformational Development.
2. Experience: Three years involvement in sustainable community development work at the field level; experience hosting teams while in the field.
3. Other Considerations: Able to speak language(s) encountered in World Concern's operational countries.