

# Church Doctor Ministries, SEND North America

<b>Job Title:</b>	Full Time Recruiter, SEND North America Movement
<b>Reports To:</b>	Leader, Church Doctor Ministries
<b>Location:</b>	Corunna, Indiana

**POSITION SUMMARY:** The full time recruiter for SEND North America will perform a number of diverse duties required for the recruitment and advancement of SEND North America. This position requires exceptional communication, organization, and follow-through skills to be applied in all aspects of work completed. This position requires an active, committed Christian with a heart for reaching, resourcing, and releasing young adults.

## **Primary Responsibilities and Duties:**

1. Establishes relational network of potential key contacts for SEND, SEND+, and SEND Life Training Centers including campus ministries, young adult ministries, and other related ministries. Will be responsible for creating and expanding SEND communication and networking with related ministries.
2. Tracks and collects relevant data and information about potential SEND candidates. Manages and maintains information and data management platform related to student recruitment and network relationship building for SEND.
3. Works to ensure all ministry processes and procedures are followed. Uses administrative skills daily to plan and organize their ministry efforts. Uses exceptional communication skills for written and oral communication with diverse audiences and settings.
4. Schedules, plans, and facilitates events, conferences, and workshops, designed to promote, recruit, and expand the network for all aspects of the SEND North America Movement.
5. Understands the main focus and purpose of this call to full time ministry is to multiply SEND North America in various ways including; reaching young adults, multiplying unit leaders, multiplying SEND units, exploring alternative ways to advance the mission of SEND to reach more people with established teaching and training resources.
6. Works with ministry team leaders for the development of SEND Life Training Centers.
7. Serves alongside ministry team to work toward the advancement and multiplication of SEND initiatives by recruiting young adults to become actively involved in SEND training and to recruiting future SEND Life Training Center Leaders.

8. Must be willing to work flexible hours, evenings, weekends, and attend events and activities related to the ministry.
9. Must be able to travel at least 60% of their ministry time. Travel availability is a requirement for this call to ministry. Travel will include domestic and international events and at times require the use of your own vehicle.
10. Must have reliable, regular transportation, a valid travel passport, and other required travel documents must be able to be obtained as needed.
11. Other duties as assigned by the ministry leader.

**SKILL QUALIFICATIONS:**

- Computer skills – Microsoft Office Products, database management
- Operation of office equipment – multi-line telephone system, copier, printer, fax machines
- Excellent communication skills, organizational skills, and extreme attention to detail
- Ability to learn new things quickly and adapt to changing ministry environment
- Must be able to travel at least 60% of ministry service time.
- Must be able to self-manage their own calendar, time within the low control-high accountability atmosphere and culture of the ministry.
- Must be a team player who understands and puts a high value on using a team approach in ministry.

**Work Schedule:** Full-time position serving no fewer than 40 total hours during a regular work week.

**Compensation:** Base salary offer will be made based on ministry experience and skill set evaluation. Opportunities for salary increases are available.

**Vacation/Time Off:** 10 Holidays are paid each year: 7 holidays plus 3 floating holidays. Two weeks of vacation will accumulate in the first six months, three weeks on one-year anniversary.

**Travel:** Travel will be required.

**Training:** We will use our internal discipleship model for training and development.

**More information:**

This role on the team requires team members to have the spiritual gifts of administration, knowledge, discernment, leadership, and service.

All applicants will be required to take several surveys throughout the interview process.

The interview process itself could take up to three months to complete. If you are in search of immediate job placement, this is not the position for you.

Emphasis will be given to those feeling called to serve in a nonprofit Christian ministry. Education, training, and secular experience are important, but we are looking for individuals who feel called to serve the local church, pastors, and ministry leaders in a unique and special way.

**Interested applicants should apply via e-mail to:**

Tracee J. Swank, Leader, Church Doctor Ministries

E-mail – [tracee@churchdoctor.org](mailto:tracee@churchdoctor.org)

Please send resume and listing of three references.

No phone calls, please.

For more information about Church Doctor Ministries, please visit us online:

[www.churchdoctor.org](http://www.churchdoctor.org) and [www.sendnorthamerica.com](http://www.sendnorthamerica.com)

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