

Associate Director of Mission



VILLAGE CHURCH
Presbyterian (USA)

Village Church Mission Campus
6641 Mission Road
Prairie Village, KS 66208

Part-Time
Reports to: Rev. Zach Walker, Pastor
for Mission

To apply, send resume and/or cover
letter to
kristin.dillon@villagepres.org

Job Purpose

The associate director of mission leads and advances Village Church's missional efforts abroad.

Core Expectations and Responsibilities

- Reflect Village Church's mission, vision, values, and beliefs
- Oversee and execute long-term participation and leadership opportunities to grow and strengthen international mission efforts through direct engagement (trips) and ongoing programs within the local congregation
- In partnership with Treasurer of the Board, coordinate financial activities of our international partner ministry, the Dominican Republic Medical Partnership of Village Church (DRMP)
- Support the DRMP Board as they plan and execute fundraising events and campaigns for international programs
- Build meaningful connections with others in mission

Core Competencies

- Have a high level of understanding about the cultural, social, ethnic, political, and historical situations in the countries where we serve
- Ability to build and maintain relationships with international partners and organizations
- Strong teamwork
- High flexibility
- Strong organizational and administrative skills
- Good interpersonal & intercultural skills
- Good verbal and written communication skills
- Ability to show compassion with accountability and cultural awareness
- Excellent attention to detail

Essential Qualifications

- Bachelor's degree
- Proficiency with Microsoft Suite
- Skilled in budgeting and accounting practices

Helpful Skills

- Educational background and/or experience in international service, leadership, and/or sustainable international community development work
- Working knowledge of Spanish

Working Conditions & Physical Requirements

- Typical work in an office environment
- International travel several times a year
- Occasional evening and weekend hours for meetings, events, and mission trips
- Ability to lift 50 lbs. for supply and travel purposes
- Ability to walk without assistive devices, particularly in developing countries where accessibility for those with disabilities is not available

How to Apply

Send resume and/or cover letter to kristin.dillon@villagepres.org.

AAP/EEO Statement

Village Presbyterian Church is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Village prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, sex, religion in non-ordained positions, national origin, disability status, protected veteran status, or any other characteristic protected by law. Village conforms to the spirit as well as to the letter of all applicable laws and regulations.