

Training and Multiplication Associate

Job Status: Full time, Exempt
Reports to: Training & Multiplication Director

Department: Training & Multiplication
Updated: March, 2019

Our ministry is seeking a detail-oriented follower of Jesus, to provide administrative support and leadership to train the next generation in evangelism and discipleship.

Primary Objectives of Position:

- To execute the administrative functions of the Training & Multiplication Team: Young Leader and Pastor Initiatives, Pulse Internship Program, Evangelism Trainings, & The Public Reading of Scripture.
- Assist and bring leadership to our training and discipleship process.
- Represent the Training & Multiplication team to others internally and externally.

Core Competencies:

- Effective communication that is adaptive to all situations and fosters internal and external relationships.
- Teachable with the ability to quickly pick up new ideas, processes and procedures.
- Excellent organizational and planning skills among multiple projects simultaneously, with great attention to detail, utilizing strong written and verbal communication.
- Practical knowledge, experience or capacity to learn the necessary technology and systems i.e. Mac systems, social media applications, email programs, etc.
- Professional demeanor, approach, and appearance to reflect the level of professionalism PULSE brings, using these abilities to collaborate with team members, volunteers, and donors.

Key Responsibilities & Objectives:

- Working to recruit individuals for our Ministry Intensives and Internship Program.
- Developing training curriculum
- Manage event details while working with an event director.
- Discipling the young people participating in our programs.

Organizational Responsibilities

- Develop strong relationships and work in cooperation with other PULSE team members.
- Team player and leadership skills in project management with strong interpersonal skills to oversee all necessary development, troubleshooting, and timely resolution to all technical aspects of PULSE.
- Professional demeanor and approach and behavior consistent with the standards contained in PULSE manuals (i.e. Employee Manual, Financial Management Policy, etc.).
- Be a model of Christian integrity, diligent in work and persistent in pursuing objectives.

Other Responsibilities:

- Provide a weekly report to the Training and Multiplication Director.
- Engage in personal and team development opportunities presented by PULSE leadership.
- Assist and perform any and all other duties as assigned.