



## Mission to the World

### Position Results Description

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**Job Title:** MTW West Coast Assistant Director

**Grade Level:** 4

**Date Approved:** January 9, 2018

**Date Last Updated:** January 2, 2018

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**Job Summary:** The Assistant Director provides organizational and planning support to the Mission to the World (MTW) West Coast Hub and to the West Coast Hub Director in particular with the vision: To mobilize the local church in California, Arizona, and Nevada to be active in recruiting, training, and mobilizing missionaries who will engage in making disciples of all nations. The Assistant Director will also help communicate with MTW missionary candidates and their specific mission opportunities. The Assistant Director will also help with evaluating, mentoring, and teaching MTW missionary candidates.

The Regional Hub Assistant Director is responsible for assisting in the formation and growth of a regional hub site for Mission to the World. The Assistant Director assists in the development of the infrastructure in California, Arizona, and Nevada (especially Southern California) in order to provide some of the same services for missionary candidates that are currently provided by MTW in Atlanta. The Assistant Director is responsible to interact with current leaders within MTW who provide services (ex. Mobilization, Candidate assessment, Cross-cultural training, etc.) and help implement the same services in the West Coast Hub. The Assistant Director is responsible for promoting and facilitating a growing interdependence between Presbyterian Church in America (PCA) and like-minded churches within California, Arizona, and Nevada with the goal of increasing awareness of global mission needs and the opportunities within MTW. The Assistant Director interacts with leaders from local churches, seminaries, campus ministries, and universities and seeks to develop and implement a program of discipleship in missions and cross-cultural ministry training. The Assistant Director works to recruit and train a team to provide services through MTW in the hub location. The Assistant Director will work with local leaders and hub staff to execute regional training events and an annual missions conference from conception to completion.

**Three core values for our team are:** **Prayer:** We support each other and depend upon the Lord as we make prayer a primary focus for all that we do. **Excellence:** We believe that God calls us to be effective and productive in our work. To that end, we must continue to learn how best to do all that God calls us to do. **Teamwork:** It takes many people to care for, shepherd and send people to the mission field. Our team will coordinate our work and delegate tasks in a cooperative and collaborative way.



**KEY RESULT AREA (KRA)**                      **Development/implementation of services/infrastructure**  
**Relative Importance: 50%**

*This will be satisfactorily performed when:*

- A. The Assistant Director networks with regional leaders to assess the resources available regionally that will assist in providing the needed MTW services.
- B. The Assistant Director initiates the formation of key relationships at local universities, seminaries, and churches, leading to trusting relationships being formed and the sharing of resources and ideas.
- C. The Assistant Director works with MTW Atlanta and the Hub Director to develop services in the hub region that are consistent with the ethos of MTW and PCA values yet are contextualized and adapted to the particular hub region.
- D. Within each key service and training event (Living in Grace, LAUNCH, Readiness Evaluation, Cross-Cultural Ministry Internship) that needs to be provided, the Assistant Director needs to aide the Director in the following tasks required to mentor missionary candidates, and to mentor and train other mentors and coaches:
  - a. A manual describing the vision, values, strategy, and processes of each service
  - b. All support documents needed for each service (ex: LIG material, testing materials)
  - c. All outside venues and support organizations needed for the event to meet its objectives (ex. Refugee community or similar testing situation for REV or CCMI)
- E. The Assistant Director will also implement the aforementioned services by evaluating, mentoring, and teaching MTW missionary candidates.

**KEY RESULT AREA (KRA)**                      **Day-to-Day execution of hub operations**  
**Relative Importance: 30%**

*This will be satisfactorily performed when:*

- A. The Assistant Director executes the vision of the Director and the hub while also expanding upon the vision, especially by managing daily operations.
- B. The Assistant Director analyzes potential and actual problems with operations and develops solutions.
- C. The Assistant Director is capable of functioning at a high level independently, while also maintaining high levels of communication and cooperation, especially with Hub Staff and MTW Atlanta.

**KEY RESULT AREA (KRA)**                      **Networking and development of partnerships**  
**Relative Importance: 20%**

*This will be satisfactorily performed when:*

- A. Within the hub region there is a growing familiarity and a growing utilization of MTW services by PCA and like-minded churches, seminaries, and universities.



- B. Within the hub region there is an increased involvement of MTW in the process of discipleship and mentoring in missions at the church, seminary, and university levels.
- C. Within the hub region there is an increased number of key advocates and MTW alumni who are willing to promote the services of MTW and provide assistance in events and services provided by MTW in the region.

**Job requirements:**

- \*Understanding and agreement with the vision and purpose of MTW
- \*Spiritual maturity and commitment to Bible reading, prayer and theological understanding
- \*Organizational skills and the ability to think through and implement logistics involved with MTW screening events, regional conferences, and training events
- \*Passion and ability to recruit and train volunteers, mentors, and key advocates
- \*Ability and giftedness in networking and building partnerships between groups/organizations
- \*Ability to lead and motivate a cross-functional volunteer work team
- \*Interviewing/Counseling skills
- \*Active listening and relational skills
- \*Ability to synthesize data in a quick and efficient manner
- \*Experience in cross cultural ministry/missions
- \*Entrepreneurial gifts to improve existing services

Interested applicants should send a résumé and a cover letter to: [mike.pettengill@mtw.org](mailto:mike.pettengill@mtw.org) by January 31, 2018.