



## POSITION DESCRIPTION

# Ministry Update and Reporting Coordinator

<b>Reports to:</b>	<b>Stewardship Director (if unavailable, President and Operations Director)</b>
<b>Oversees:</b>	<b>Co-coordinator, Volunteers, if needed</b>
<b>Internal DJJ Interaction:</b>	<b>Operations Director, President, Zonal Representatives, Materials Director, Partnership Director</b>
<b>Outside DJJ Interaction:</b>	<b>New Song Front Desk, U.S.P.S. Bulk Mailing Unit (B.M.E.U.), and Webmaster</b>

### MISSION:

- *The core mission of the Ministry Update and Reporting Coordinator is to provide leadership and oversight for reporting on the ministry through a monthly ministry update, testimonials, and possibly other mediums to expand the impact of DJJ around the world and specifically to our ministry partners.*

### OUTCOMES (Job Tasks, Metrics, or Accountabilities):

- This position will be measured by the successful production of the monthly ministry update by coordinating the stuffing and labeling of envelopes and taking to the U.S.P.S. on schedule.
- Develop creative ways to expand discipleship using social media, apps, and face-to-face meetings.

### COMPETENCIES (Job Requirements, Skills, or Knowledge):

- *Godly.* A vital and growing relationship with Jesus Christ.
- *Communicator.* Excellence in communication with both your team and the DJJ leadership. Proficient in English.
- *Financial Responsibility.* Must be able to maintain the records and funding needs in the U.S.P.S. account.
- *Materials.* Must have first-hand knowledge and experience in our print and video materials.
- *Creativity/Innovation.* Discovers creative ways to keep the workflow high.
- *Writer.* Excels in creative writing, editing, and formatting.
- *Technology.* Must have a working knowledge of personal computers and other hardware. Must be willing to learn needed software such as Publisher or InDesign.
- *Recruiter.* Develop a co-coordinator, so your position is covered if something happens to you.
- *Team player.* Committed to the overall Mission, Vision, and Core Values of DJJ.

### WORKING CONDITIONS (If safety is a concern in the working environment, check "Other" and explain):

- Office, remote office and home working environment
- Other, which could include staff or prayer meetings.

**MINIMUM QUALIFICATIONS:**

**Education:** High school diploma preferred.

**EXPERIENCE:**

- *Proven experience in ministry.*

**COMPENSATION:**

This role is a voluntary, uncompensated position—a part-time position 8-10 hours monthly.

*This description intends to provide a representative summary of the position's primary duties and responsibilities performed by incumbents. Incumbents may be required to perform other job-related tasks other than those specifically presented in this description.*

