



## POSITION DESCRIPTION

# Partnership Administrator

<b>Reports to:</b>	Partnership Director (if unavailable, President and Operations Director)
<b>Oversees:</b>	
<b>Internal DJJ Interaction:</b>	Operations Director, other Directors (Communications, Materials, Finance, Stewardship), Area Directors, Regional Coordinators, District Leaders, Ambassadors, Office Staff, Volunteers, Translators
<b>Outside DJJ Interaction:</b>	Pastors, Ministry Leaders, Disciple-makers

### MISSION:

- *The Partnership Administrator's core mission is to assist in communication with partnership leaders and do accurate record-keeping to maintain clear and consistent communication and thereby expand the impact of DJJ.*

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

- This position will be measured by successful communication with all Partnership Team leaders, resulting in clear reporting. Metrics include securing accurate and timely reporting by partnership team members and precise recording of communication, reports, and statistics.

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

- *Godly.* A vital and growing relationship with Jesus Christ.
- *Organizer.* Able to organize and oversee the processes of communication and reporting.
- *Communicator.* Excellence in communication with both your team and others. This position requires proficiency in English to connect with the global DJJ team.
- *Creativity/Innovation.* Discovers new ideas that lead to tangible ministry improvements, growth, and impact.
- *Team player.* Committed to the overall Mission, Vision, and Core Values of DJJ.
- *Technology.* Must have a working knowledge of personal computers and other hardware. Must be willing to learn needed software.
- *Personable.* Must be good with people on the phone, in written communication, and face-to-face.
- *Materials.* Must have first-hand knowledge and experience in DJJ materials.
- *Disciple-maker.* Utilize DJJ materials to disciple others in various settings.

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

- Office and home working environment.
- Other.

**MINIMUM QUALIFICATIONS:**

**Education:** Preferred high school diploma.

**EXPERIENCE:**

- 1+ years of administrative experience.

**COMPENSATION:**

This role is a voluntary, uncompensated position or support- raising missionary position. If you are compensated, the salary and benefits will be determined with the job offer. Your hiring package will be based on your level of support-raising and company guidelines. This position can be a part-time or full-time role.

**JOB BENEFITS:**

As a ministry, we will email your supporters, who have signed up online, a regular ministry update. Worker's Compensation fees will be paid for by DJJ. As a compensated employee, reduced cost Health Insurance is available to join, all costs to be paid by the employee.

*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.*

