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## **DIRECTOR OF INTERNATIONAL**

### **Position Assignment**

**Title:** Director of International

**Organizational Unit:** International

**Recruited by:** Vice President of International Ministries

**Approved by:** President and CEO

### **Working Relationships**

**Reports to:** Vice President of International Ministries

**Supervises:** Trip Coordinator in related area and Administrative Assistant

**Staff Team:** Vice President of International, Director of International, Director of International Sponsorship, Trip Coordinators, Administrative Assistants, and all STCH Ministries staff

### **Basic Functions**

The Director of International provides leadership to mission teams to established international partners and plays a key role in enhancing the overall effectiveness of STCH Ministries International programs. In addition, this role encourages donations. This position requires fluency in Spanish, with the ability to communicate with confidence, inspiring others to join in our work.

### **Basic Responsibilities**

1. To develop and maintain relationships with churches, donors, trip participants, and all others seeking involvement with the international program through phone calls, email, and personal visits as requested.
2. To develop, encourage, and give direction as needed to International Contract Workers and the leadership of partnering ministries.
3. To work closely with the Vice President of International Ministries and Trip Coordinator(s) to recruit, coordinate, and plan activities for mission trips.
4. To facilitate aid and support for all aspects of STCH Ministries International.
5. To work with the International Partners to identify and prioritize needs and communicate those needs to the Vice President of International and the Vice President of Development and Communications.

# Position Description

## STCH Ministries



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6. To lead International trips for up to two consecutive weeks as needed.
  7. To assist the Vice President of International Ministries with the STCH Ministries budget process by helping to anticipate expenses and ensure the International program operates in accordance with the budget.
  8. To develop and manage individual trip budgets, track expenses and receipts, and submit reports as needed to STCH Ministries' administration and international staff.
  9. To assist with communication of International needs and events through email, website blog, and mission trip updates in coordination with Communications.
  10. To assist in maintaining updated International donor contact information through Raisers Edge.
  11. To assist and support the Samuel's Fund Sponsorship and CLEP Program as needed.
  12. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Director of International.

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Employee Signature

\_\_\_\_\_  
Date

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Employee Supervisor Signature

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Date