

Virginia Conference – Job Description

OVERVIEW

Job Title: Assistant Director of Missional Engagement
Department: Connectional Ministries
Supervisor's Title: Director of Missional Engagement
Status: Exempt, Full Time

SUMMARY

The Assistant Director of Missional Engagement is responsible for supporting the Director of Missional Engagement in the developing, implementing and evaluating initiatives to promote missional engagement within the Virginia Annual Conference. The Assistant Director will work closely with church leaders, conference staff, camp staff and volunteers to identify those needs and implement effective programs that promote outreach and community engagement.

ESSENTIAL FUNCTIONS

1. Assist the Director in implementing comprehensive plans for missional engagement.
2. Collaborate with staff to facilitate programs and initiatives that promote outreach and community engagement.
3. Work with church leaders to identify and address areas of need within the community, such as social justice and environmental stewardship.
4. Provide support and guidance to conference staff and lay leaders involved in missional engagement initiatives, including training, resources, and ongoing feedback.
5. Develop and maintain effective communication channels to promote missional engagement initiatives.
6. Monitor and evaluate the effectiveness of missional engagement program initiatives, making recommendations for improvements as needed.
7. Participate in church leadership meetings and committees as needed, providing input and insights on matters related to missional engagement.
8. Implement programs that promote missional engagement within the Conference.
9. Other duties as assigned by the Director of Missional Engagement, including administrative tasks, attending staff meetings, and participating in church-wide events and activities.

MAJOR ACCOUNTABILITIES

1. Assist in the development staff and programming teams that will positively impact ministry plan outcomes.
2. Provides ongoing communication with supervisor.
3. Assist in responding to changing ministry needs with creative solutions.
4. Applies the processes and approaches to engage local churches in connectional ministry efforts.
5. Actively participates in connectional ministries and Conference-wide initiatives and teams sharing expertise and performing appropriate team member/leader responsibilities.
6. Represents the Virginia Conference in a variety of settings, communicating the mission/vision and advocating for the Conference as a whole.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Education

Bachelor's degree required in Theology, religious studies or a

	related field. Master's degree preferred.
Other Specialized Knowledge/Requirements	Membership in The United Methodist Church; knowledge of the United Methodist denominational polity and organizational structure. Program planning, training, and evaluation background and/or community organizing experience. Proficient computer skills,
Experience	Three to 5 years of experience leading in a ministry setting or in a role. Strong communication and interpersonal skills. Demonstrated ability to implement discipleship programs. Understanding of small group dynamics and ability to train and support small group leaders. Ability to work collaboratively with staff, volunteers and church leaders.