

JOB GUIDELINES

ASSISTANT DIRECTOR

CENTRAL

SERVICES

OPEN AIR CAMPAIGNERS, U.S., INC.

(Revised April, 2012)

ASSISTANT DIRECTOR, CENTRAL SERVICES

Purpose

The purpose of the Assistant Director, Central Services is to serve the OAC/USA staff, National Board and local committees by providing administrative support service assistance to the Central Services Director.

Objectives

The purpose is fulfilled through the following objectives:

Give direction and counsel to the Central Services Director of the mission and assist him in the fulfilling of his responsibilities;

Assist in developing programs and plans for the future of the Central Services Department and its respective ministries with the assistance of the Management Team;

Assist the Central Services Director and be familiar with the overall operation of the Central Services Department;

Be available to assist OAC/USA staff, National Board and local committees in developing programs;

Be willing to assist OAC/USA staff, National Board and local committees in preparing, planning and promoting new areas of ministry.

Accountability

The Director of Central Services is accountable to the Central Services Director.

Qualifications

Personally accepted Jesus Christ as Lord and Savior;

Exhibit a call by the Lord to this position;

Be under the age of 45;

College graduate, Masters degree would be a plus but not mandatory;

Be a spiritually mature person, evidencing consistent fruits of the Holy Spirit resulting in a life truly surrendered to God and controlled by the Holy Spirit;

Possess a genuine burden for the lost and a burning desire to see the Gospel clearly proclaimed, particularly through effective open-air evangelism;

Demonstrate experience and zeal in Christian service and be assured of a call into missionary service;

Exhibit a restful trust in God for the supply of all spiritual, emotional, physical and financial needs;

Have a background of business experience and organizational training which has equipped them for specific ministry with OAC as deemed necessary by the mission;

Be a member, in good standing, of a Bible-believing church;

Have documented proof of ordination, commissioning, licensing or other form of official acknowledgment from their local church indicating approval of this individual to missionary service;

Display soundness of faith and doctrine and have accurate knowledge of the fundamental truths of the Scriptures;

Corporate and personal fund raising experience a plus;

Be able to communicate clearly;

Manifest a love for God as demonstrated by communion with God and the study of His Word;

Able to work harmoniously with others and have good communication skills;

Display a cheerful willingness of prompt obedience to those God has placed in authority over them;

Manifest a team spirit and willingness to serve both as a team leader as well as team member;

Willing to abide by the Articles of Incorporation, Bylaws and policy manual of Open Air Campaigners;

Be able to think strategically and carry out a strategic plan;

Be in relatively good health;

Goal oriented in his management style;

Willing to raise personal support.

Function

How elected

Upon recommendation by the General Director/Management Team, the Assistant Director of Central Services shall be appointed by a two-thirds (2/3) vote of the National Board of Directors.

Length of appointment

The length of appointment is for an indefinite period of time unless otherwise stipulated at the time of appointment. Should separation be desired by either the mission or the General Director/Management Team, a minimum of three months' notice shall be given unless there is just cause for an earlier separation.

Position

The Assistant Director of Central Services is a member of the Central Services Department team and is authorized to conduct his responsibilities in accordance with the policy manual.

Conduct

The Director of Central Services shall at all times conduct himself in a manner bespeaking a servant of the Lord and Christian gentleman, keeping in mind that his conduct reflects upon the Lord, the mission, and himself.

Authority

The Director of Central Services has authority to initiate action and independently handle routine functions of the Central Services office as defined by his job guidelines.

Responsibilities

Assist in the oversight of all Central Services office functions;

Assist to develop and maintain contacts for legal and financial consultation of the mission as needed;

Assist in carrying out the general administrative ministry of OAC/USA;

Duties

Maintain regular contact with staff, committeemen, board and other interested friends of the work (ie FEEDBACK, OAC/USA UPDATE, ETC.);

Maintain staff mailing lists and produce related labels/printouts upon request;

Be part of the team in building, stocking, ordering, shipping, and filling orders related to open-air training materials;

Keep up-to-date staff address listings and publish current address directories;

Oversee preparation of individual, branch and other prayer/newsletters as needed;

Handle telephone inquiries and relay information to appropriate people as necessary;

Set up, assemble, and maintain records and files on matters relating to the office;

Organize correspondence of a routine administrative nature;

Train new business office personnel;

Delegate various jobs (prayer agendas, routine documents, etc.);

Assist missionaries by purchasing and shipping items requested;
Caring for all incorporation papers, bylaws, tax-exemption forms, policy manuals and their revision;
Assist the Central Services Director & Management Team, branch committees and National Board of Directors in special administrative projects;
Be involved in open-air meetings;
Distribute mail to proper people;
Oversee maintenance of office equipment;
Schedule meetings and activities of various staff as requested;
Help out in composing accounting office monthly thank you letter to send with donor receipts;
Represent the mission in churches and educational institutions as time and schedule permit;

Relationships and Communication

Open communication and healthy ministry relationships are essential ingredients to a God-honoring operation. The following are some primary and secondary relationships we need to maintain carefully:

Primary

Central Services Director

Secondary

Other OAC staff

General Christian public

Other mission agencies and mission personnel

Christian colleges and schools

Standard of Performance

At least once each year, the Director of Central Services will receive an evaluation by the Central Services Director. The standards of faithfulness, excellence, punctuality, maturity of attitudes, and effectiveness in communication will be considered.