

Employer: Church Universal and Triumphant
Team: Outreach and Field Development

JOB TITLE: Field Development Coordinator

Reports to: Tina Storti, Vice President

Job Status: Full-time, exempt

Hours of Work: 40 or more hours per week

Salary Range: Dependent on Experience

Benefits: Eligibility for the employee Health Plan, life insurance, Paid Time Off benefit for vacation and sick days, holidays and 401(k). Additional information about these benefits is available from Human Resources.

Legal Holidays Observed: President's Day, Memorial Day, Labor Day, Thanksgiving and the day after, Christmas Day and two personal holidays.

Travel and Expenses: May require occasional overnight travel. Expenses for lodging, airfare and meals will be covered either by the region, teaching center or study group or the Church.

SUMMARY: The Field Development Coordinator will assist in establishing a field advisory body both domestically and internationally to work in conjunction with headquarters to create and implement new field governance models.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in organizational and regional development
- Assists in establishing a field advisory body both domestically and internationally to work in conjunction with headquarters to create and implement field governance models
- Supervises field development staff personnel and volunteers
- Compiles data from recent field surveys to obtain a benchmark of the current situation in US groups
- Prepares a field analysis of the data collected from surveys to benchmark criteria and needs for groups to enable membership growth
- Develop surveys for international groups to benchmark current situation in groups abroad and analyze criteria and needs for membership growth
- Assists in determining the level of organizational support needed by groups on an annual basis
- Assists in developing proposals for new bylaws and structures of the Aquarian Age Church.
- Assists in developing policies and/or guidelines for local groups
- Interacts with the Group Coordinator to explain policies and supply information and materials on group administration. Facilitates group problem solving when the Group Coordinator needs assistance
- Identifies training needs and organizes group and regional training events
- Continues to benchmark successful processes of for-profit and non-profit organizations
- Other duties as may be assigned

QUALIFICATIONS:

The requirements listed below represent the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B.A.) from a four-year college or university; or four years related experience; or equivalent combination of education and experience. A strong interest in the growth and expansion of our Church is essential.

LANGUAGE SKILLS:

Ability to read, analyze and interpret a variety of instructions or information furnished in written or oral form including legal documents. Ability to understand and respond to questions about the Trademark License Agreement and Bylaws for Church Universal and Triumphant Teaching Centers and Summit Lighthouse Study Groups. Ability to develop and analyze surveys, write reports, proposals and business correspondence.

INTERPERSONAL SKILLS:

Ability to listen to others, understand what they are communicating and respond appropriately. Ability to resolve conflicts between individuals and groups. Ability to motivate and inspire people to work together toward a common goal.

LEADERSHIP/TEAM BUILDING SKILLS:

Ability to “walk the talk” and demonstrate by example the Church’s principles and values. Ability to assist team members in building on their strengths and making improvements in their weaknesses. Ability to assist a group in developing effective and efficient plans and carrying them out to a successful conclusion, product or service. Ability to motivate individuals and groups to do their best, work together as a team and appreciate each other’s talents.

REASONING ABILITIES:

Ability to define problems, collect data, establish facts, be objective and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram or scheduled form.

COMPUTER SKILLS:

Demonstrated ability or trainability within three months to use a personal computer and a suite of basic office software: word processing (MS Word or equivalent), presentation software (PowerPoint or equivalent) and spreadsheets (MS Excel or equivalent).

MATHEMATICAL:

Basic math and budgeting skills, including some bookkeeping would be helpful.