

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Director of Global Mobilization

**Department:** Spiritual Life

M. Dale Griffin

06/08/10

Prepared by

date

Approved by

date

**Supervision received:** Campus Minister (as representative of AWCGO Executive Team)

**Supervision given:** None

### Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

### Purpose

Coordinate AWCGO activities, programs and resources.

Champion the charge from scripture to “love the world”, provide leadership, training, and management in the area of short term and long term OBU Outreach efforts (both local and global).

Serve as a member of the Spiritual Life Staff team in support of all initiatives.

### Essential functions

Avery T. Willis Center for Global Outreach Facilities – Coordinate development and use of displays, prayer room, and other resources.

Global Outreach Student Leadership Team - Oversee, train, develop, empower and encourage the Co-chairs and student team that assists coordinator with GO Week, GO Teams, GO Commissioning Chapel, and GO related small group resources.

Global Outreach Week – Coordinate speakers, Sending agency representatives, GO Team Promotion (including Fact Sheets, calendars, etc.), and GO Week special events.

Global Outreach Team Development – Oversee, train, develop, empower and encourage Global Outreach Teams developed by students, faculty, staff, administrators, and constituents. Coordination of GO Teams incorporates recruitment of leadership; interviews; the trip contracting process (includes but not limited to general contract, commitment contract, budget, medical release, insurance, and pay schedule forms); Communication with personnel on field(s), sending agency(ies), and campus; fund raising training and implementation; field training; departure and return.

Service Projects – Coordinate the ongoing local outreach events by providing training, development, empowerment and encouragement.

Committees – The Avery T. Willis Center for Global Outreach Leadership Team, Campus Ministry Committee, and Campus Ministry Outreach sub committee.

Academic Credit – Coordinate with School of Christian Service to assure students find current academic credit opportunities for outreach projects

Budget – Coordinate budget requests for Avery T. Willis Center for Global Outreach, budget accounts related to GO Team development, and budget accounts related to local outreach events (service projects).

Coordinate and promote CGO courses and seminars –

Assist the CGO Leadership Team and University Development office with fund-raising for the CGO.

Promote the academic programs of the School of Christian Service related to missions and assist with the recruiting of students into those programs.

**Other duties**

Pastoral Care – assist Dean of Spiritual Life with pastoral care through hospital visits, and other contacts with students, faculty, and university related families in need.

Global Outreach Teams – select a global outreach team to sponsor each year (sponsorship includes travel with the team).

Personal Discipleship – Gather a group of students for specialized discipleship training in a home or other setting in addition to modeling groups formed for teams listed under essential functions.

Church Relations – Promote the CGO, its mission, programs and events by representing the university in churches, associational meetings, BGCO events, youth camps, and other events across the state.

Website Development - Assist in the maintenance and utilization of the AWCGO website and the Center of Missiological Research website.

Other duties as assigned by the CGO Leadership Team.

**Qualifications**

**Knowledge, skills, and abilities**

Mission development skills: understanding of small group principles and strategies

Leadership skills: team building, strategic planning, vision casting

Organizational skills: sees, captures, and communicates the big picture for systemic development of relationship cells through out campus life for spiritual formation and the charge to “love others.”

Communication skills: comfort in speaking before large and small groups to motivate, encourage, recruit, and empower leaders and participants in Community Life

**Education**

Bachelor’s degree required.

**Experience**

Short term mission trip experience: campus and/or local church mission experience through the Southern Baptist Convention resources required.

Small Group Development Experience: on a college campus and/or in local church ministry preferred.

**Equipment**

Basic computer skills required: Microsoft Office, email - Novell GroupWise.

Basic sound and technical equipment skills preferred.

**Special Requirements**

Travel required.

Residence in the immediate Shawnee area required.

Member of a local Southern Baptist Church required.

		<i>HR Office only</i>	
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PRN(s) _____			