



Job Title: Assistant Director of Desert Stream Ministries

Position reports to: Executive Director

Salary Range and Benefits: \$40,000 - \$50,000 (\$20,000 - \$30,000 base pay, up to \$20,000 raised support). Health Insurance, 2 weeks paid vacation first year, 3 weeks after third year.

Employment Status: Full Time

Position Overview: Responsible for the effective operation of the ministry office and staff, developing policies and procedures to support day-to-day operations, and working with Executive Director to impart DSM/LW vision in a variety of ways and contexts.

Principal Areas of Responsibility:

- Works with senior pastor and board to develop strategy to support the church mission. Strategic thinker who can assess and improve ministry-wide systems.
- Helps develop organizational goals based on strategy and works with staff to develop goals for their areas of responsibility and support staff, mediates conflict and helps solve problems.
- Develops and oversees ministry-wide financial growth, including helping staff in support-raising. Also supports fiscal responsibility in the areas of accounting, budgeting and purchasing. Oversees bookkeeper.
- Works with Executive Director on international missions and development.
- Oversees development and production of publications.
- Teaching and imparting DSM/LW vision in a variety of contexts.
- Performs other duties the executive director requests.

Job Skills Required:

- Non-profit ministry and development experience required.
- Excellent verbal and written communication skills
- 2-3 years of experience managing and developing employees and volunteers
- Proficient at Microsoft Office

Job Particulars:

- Must agree with and support DSM mission statement
- Must fulfill Living Waters Leadership Requirements
- Job will be assessed and its description refined after one-year evaluation

Application deadline: June 30, 2016 or until position is filled.

For more information or to apply please contact Annette Comiskey at annette.comiskey@gmail.com