Discipleship Coordinator
Position Description

This position will require you to work with others to coordinate the Zambian and American-based discipleship programs. You will be responsible for all areas of discipleship in both countries. You will be designing, developing, delivering or overseeing the delivery of daily bible studies, small group discipleship training and organizing special conferences throughout the year for orphaned and vulnerable children in Zambia. Being a team player with excellent communication skills and having the ability discuss spiritual issues with mature and new Christians as well as non-believers is essential.

Preferred skills/experience:

- Bachelor’s degree.
- Pursuing or completed Master's Degree in Theology/Divinity
- Three (3) or more years of experience working in the development and delivery of discipleship programs as well as preaching and leading small and large group sessions
- Experience working in a team-oriented, collaborative environment
- Strategic, operational, and technical marketing & management skills
- Rapidly adapt and respond to changes in environment and priorities
- Must be familiar with and able to use general office equipment and Microsoft software applications.
- Excellent communication, leadership, problem solving, and analytical skills
- Must be detail oriented and have excellent written and verbal communication skills
- Individual must be an organized, motivated, self-starter who can work in a hands-on, member service oriented, fast-paced environment
- Highly analytical, thrives working with the greatest level of detail
- Meet the spiritual and character qualifications of Deacons as found in 1 Timothy 3:8–13 and must exhibit the fruits of the Spirit as found in Galatians 5:22

This position’s job duties and responsibilities include:

Every Discipleship Coordinator offers their own unique giftedness, however, it is important to note that in order to be successful in this position, candidates should possess emotional stability, flexibility, maturity, and discernment. The successful Discipleship Coordinator will have a servant’s heart, have a good understanding of people, and relate well to others as they continue to grow in their spiritual walk.

- Build upon the current discipleship platforms based both in Zambia and the U.S.
- Edit the current Disciple ONE curriculum each year and train the Zambian staff to deliver the training on a weekly basis
- Follow up on the Zambian discipleship staff training, providing feedback for improvement and any corrections as necessary
- Identify, hire, train and develop Zambian discipleship staff
- Exemplify the characteristics of Christ to children and adults in Zambia and the U.S.
- Refine, improve and coordinate the annual "Freedom Conference" for abused Zambian children
- Continue the rollout of the "Bible Way" curriculum in Zambia
- Procure and coordinate the shipment of all discipleship supplies needed
- Develop strategy and execution plan for U.S.- based discipleship programs for U.S. participants who travel to Zambia in one of Family Legacy's programs
- This position will begin in the Irving, Texas, office but the successful candidate should expect to relocate to Lusaka, Zambia within approximately one year
What You Need for this Position

- **Problem solving and innovation**: Works well alone and in groups to identify and resolve problems in a timely manner; meets challenges with resourcefulness and generates suggestions for improving work; exhibits sound and accurate judgment
- **Organizational support**: Follows all policies and procedures; supports organization’s goals and values; completes administrative tasks correctly and on time
- **Planning/organizing**: Uses time efficiently; sets goals and objectives; develops realistic action plans; completes administrative duties to facilitate accounting, payroll, and HR departments; collaborates with Company management on special projects involving construction methods and processes to improve the safety, quality, and efficiency of the organization; efficiently delegates, organizes or schedules crew and their tasks
- **Communication**: Listens and gets clarification; responds well to questions; participates in meetings and demonstrates group discussion skills; writes clearly and informatively; reads and interprets written information effectively; presents numerical data effectively
- **Self management**: Assess own strengths and weaknesses; strives to continuously build knowledge and skills; demonstrates persistence and overcomes obstacles; seeks increased responsibilities and volunteers readily; shares expertise with others; asks for and offers help when needed
- **Attendance/dependability/flexibility**: Consistently at work and meetings on time; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; follows manager’s directions; keeps commitments and completes tasks on time; ensures work responsibilities are covered when absent; deals effectively with frequent delays, unexpected events and changes in/or approaches/methods to best fit the situation
- **Quality/cost management**: Meets productivity standards and completes work in timely manner; looks for ways to improve and promote quality; monitors own work to ensure quality, accuracy and thoroughness; conserves organizational resources
- **Leadership**: Fosters and upholds Company values, quality, integrity, and ethics; exhibits confidence in self and others; inspires and motivates others to perform well; gives appropriate recognition to others; sets and achieves goals; provides regular performance feedback and supports team members efforts to succeed
- **Interpersonal skills/professionalism**: Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; reacts well under pressure; interacts with managers and peers in a professional manner
- **Judgment**: Display good judgment with respect to honoring God in all ways; maintains an appropriate amount of confidentiality with the children in light of their safety and well-being
- **Teamwork**: Exhibits objectivity and openness to others’ views; gives and welcomes feedback; treats fellow employees with respect; contributes to building a positive team spirit; shows respect and sensitivity for others; includes employees in planning, decision making, and process improvement