

Job Description for Assistant Director of Iron Rose Sister Ministries (IRSM)

We are looking for a passionate, motivated sister in Christ to join our bilingual women's ministry team as a full-time Assistant Director in Searcy, Arkansas. The Assistant Director will help facilitate the growth of IRSM and the fulfillment of its vision through her roles and responsibilities. Her primary functions will be as Communications Director, Volunteer Coordinator, and Creative Director.

As Communications Director, she will oversee communications among IRSM Reps, volunteers, donors, churches, etc., and will also represent IRSM to the public, especially as it relates to fund-raising. In her role as Volunteer Coordinator, she will manage all elements of volunteering on behalf of IRSM. The responsibilities involve assessing and meeting IRSM's needs through the recruitment, placement and retention of volunteers. Working as Creative Director, she will serve as the creative lead for advertising and marketing IRSM's products and services, recruiting and working with interns, designers, artists, copywriters, videographers and marketers to create a vision for products sold and services offered. The Creative Director will plan advertising, oversee the creative process and give guidance to the creative people that work with the IRSM team.

Requirements:

- A missions-minded, servant-hearted, spiritually mature Christian woman with a can-do attitude
- Excellent verbal and written communication skills in English and Spanish
- Passionate about equipping women to connect to God and one another more deeply, across the Americas (IRSM's mission)
- Professionalism and integrity as a representative of IRSM
- Active member of a local church of Christ
- Organized
- Excellent knowledge of MS Office (Word, Excel, PowerPoint) (Publisher is a plus)
- Strong social media skills (graphic design and video production experience are a plus)
- Holds a bachelor's degree or higher in a related field
- Managerial experience is a plus
- International and cross-cultural experience is a plus
- Non-profit experience is a plus

Compensation:

- Total compensation package: \$30,000
- As a 501(c)(3) registered nonprofit, all IRSM funding comes through individual and church donations, as such, the Assistant Director would be expected to raise a portion of the funds for her own salary (40% in 2018; 60% in 2019 and subsequent years)

Expectations:

- Strategize, create and implement sustainability program for fund-raising (her own and IRSM in general)
- Represent IRSM at events (selected events, based on interest, location, and availability of other workers and volunteers)
- Participate in at least one IRSM small-group study locally each year
- Opportunities to speak, write, and travel for IRSM are available, based on IRSM's calendar, needs, and the candidate's skill set, experience, passion, and interest

Interested parties should submit a letter of interest and resume to ironrosesister@gmail.com