

## **"Have a calling to serve the poor?" "Do you love children and speak Spanish?"**

**WANTED:** Boots on the ground "Executive Director" to partner with local churches in US and Mexico to bring the love of Jesus to the children of San Luis Rio Colorado, Sonora, Mexico. Our ministries include a before and after school program with 50 plus kids, and a feeding program at a church on the outskirts of the city. We support multiple mission teams who bring health and hope through medical and dental clinics, Vacation Bible schools, and basic home construction.

Have a calling to serve the poor? To serve children and their families? To use and develop your Spanish language and culture skills? To live among those you will serve?

Ministry requirements:

- A passionate relationship with Jesus Christ, with a call to serve others
- Four years' experience in direct support of a similar ministry setting, or equivalent college degree
- Good oral and written communication skills, and familiarity with internet-based communications
- Good physical, mental and emotional health
- Valid passport or equivalent documents for frequent travel between USA and Mexico

Position starts in 2022/2023 and is located in San Luis Rio Colorado, Sonora, Mexico.

A successful candidate will be able to raise support funds, with at least 50 percent committed by the end of 2022. A small apartment or housing stipend will be available to assist with the cost of living.

Term of commitment is one year, and renewable annually if mutually agreed.

This is a "hands on position" and involves daily interaction with students, families, and staff both in Mexico and in USA.

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### **JOB DESCRIPTION**

The Executive Director is a "hands on" position that facilitates existing on-site ministries through daily engagement with the school, mission teams, and outreach feeding programs

- Ensures ministry facilities and equipment (school, dorms, apartments, cafeteria, vans) are in safe working order; identifies, schedules, and verifies completion of necessary repair and maintenance; coordinates with board on related costs and payment; recommends upgrades/expansions to support ministry growth; maintains requested records to assess current and future ministry costs; in future, will coordinate local new facility building
- Provides on-site oversight and assistance to child sponsorship program through child-sponsor correspondence and gift exchange, with frequent interaction with staff in both Mexico and USA, and documentation of these activities
- Participates in school activities several days a week, to include direct interaction with students
- Facilitates outreach feeding programs with personal attendance weekly at feeding centers, documents activities as requested by the board (photos, attendance records, food receipts, etc.)

- Hosts mission teams on-site with pre-trip planning, in-country arrangements, mission team reception, daily team support, and related activities
- Provides written and photographic updates for social media and hardcopy media
- Travels periodically to churches in USA to participate in ministry fundraising activities
- Develops and grows relationships with ministry partners in San Luis Rio Colorado
- In future, supervises on-site short-term internship program

Daily communication with the teams in Mexico and USA is essential – working knowledge of Spanish language and Mexican culture are critical to the success of this endeavor.