

NAB Gateway Assistant Director



Position Summary:

Assist in the direction and oversight of all the ministries under the banner of NAB Gateway. This would include, but not be limited to, sister-church partnerships in the form of trainings, vision trips, and consultations with our international partners and North American churches and partners and the accompanying travel required. It would also include short-term mission teams/trips in the form of various types of trainings, leading of teams/trips, and consultations and travel.

Qualifications Needed:

- Missions and/or ministry education
- Computer and writing proficiency
- 3+ years volunteer or other prior experience in international missions
- Experience with missiological training consistent with NAB Gateway, international missions standards, and missional movement, and/or the willingness to access and receive it

Qualifications Desired:

- Willingness to learn the NAB Gateway ministry and to become a sister-church partnership and short-term mission trainer, a short-term mission leader, and a consultant for the ministry
- Willingness to learn of the NAB context in North America and internationally: history, international partnerships, and churches
- Willingness to shadow the NAB Gateway Director in meeting and beginning to engage with Gateway's partners internationally and in North America

Essential Functions and Responsibilities:

INTERNATIONAL TRAVEL

- Lead/Train NAB Gateway (short-term) teams and (sister-church partnership) vision trips

TRAININGS

- Facilitate (co-teach; teach) NAB Gateway trainings, which include:
 - Short-term mission leader workshop
 - Sister-church partnership orientation

OTHER ROLES

- Assist in following up and communicating with churches seeking participation with sister-church partnerships and short-term mission teams/trips
- Help cultivate and assist with developing relationships between NAB pastors/churches and international leaders for the purpose of building sister-church partnerships
- Assist in providing leadership and coaching to churches throughout the process of forming sister-church partnerships
- Function and eventually become and assist as a cultural interpreter with emerging and functioning sister-church partnerships in contexts where skilled and appropriate
- Learn to be an equipper of NAB international missionaries with Gateway's consistent training concepts and best practices on building partnerships across all NAB fields, particularly in the role of a cultural interpreter in their country of service
- Help facilitate and train church leaders on how to send teams to serve internationally
- Assist in the active recruitment of career NAB missionaries, especially through NAB Gateway sister-church partnerships and short-term missions
- Secure, contribute, and maintain full ministry/personal financial support in keeping with the NAB Gateway ministry annual budget
- Perform other duties as requested by the NAB Gateway Director