

Associate Director of Global & Local Ministries

Quest is a 15-year-old urban, multiethnic and multi-generational church in Seattle striving to be an incarnational presence in a fast changing postmodern and post-church culture. More information can be found at http://seattlequest.org

We are currently seeking a part-time Associate Director of Global & Local Ministries. This person will work with our full-time Pastor of Global & Local Ministries to help support, develop, strengthen and lead the growing and thriving ministries of compassion and justice at Quest.

Major responsibilities of this position will include supporting and developing leaders and volunteers within various Glocal Ministries, soliciting and tracking details related to events/trainings/teams through managing administrative details (database, communications, calendaring, resources, etc.), streamlining communication with various local and global partners outside of Quest Church, and supporting the Pastor of Glocal Ministries as needed to strengthen and grow Glocal initiatives.

Key areas of responsibility for this position will also include helping oversee an education team and our global initiatives (including Thailand mission trips, Tanzania sister church, and new partnerships in Mexico City and with Congo Clinics through the Paul Carlson Partnership.)

REQUIREMENTS:

The successful candidate for this role should possess:

- A thorough working knowledge of and commitment to Quest Church's theology, ministry philosophy as embodied in our five pillars, and the values that shape Glocal Ministry.
- Strong experience and ability to engage with a multicultural staff and congregation, alongside a commitment to racial equity and justice throughout our ministries.
- Strong communication skills, high attention to detail, ability to plan ahead and multi-task.
- The ability to work independently and with teams, provide both detailed backend support as well as stand up in front to lead as needed, fluency with Word Processing/database software, and the ability to use both technology and inperson relationships to connect and communicate.
- A commitment to honesty and integrity, a teachable and relational spirit, healthy
 and passionate work habits/boundaries, and the ability to work in a fast-paced,
 creative, larger church context.
- Ability to spend weekly work hours on-site in Ballard neighborhood of Seattle.

ADDITIONAL INFORMATION

- **Experience and Background:** Minimum of two years of Ministry experience (preferred) Bachelor's Degree/graduate work, and on the ground experience with works of compassion and justice preferred.
- Must possess a vibrant and growing faith in Jesus Christ, compatibility with the
 Evangelical Covenant Church, and committed to becoming a member of Quest
 upon hire.

HOURS, COMPENSATION

Part-time: 10 hours/weekCompensation: \$11,725/year

Application Information: Position open until filled with hopes of position being filled than March 1, 2017. Please email cover letter, resume and at least three references to info@seattlequest.org by **February 15, 2017.**

CONTACT INFORMATION

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