

Position Title: Director of Ministry 事工主任

Position Reports to: Executive Director (Accountable to the representative of the CIM Board in the absence of the Executive Director)

Job Description:

1. To work with the Executive Director to give vision, leadership, direction, and coordination to the ministries that God has entrusted to CIM.
2. To plan, recruit, and lead STM teams; to provide logistical coordination for the STM trips; to conduct training, orientation, and debriefing sessions for STM teams before and after the trips.
3. To manage and provide oversight of the CIM Headquarters internal operations.
4. To recruit volunteers for the ministry.
5. To promote CIM's ministry among overseas Chinese churches worldwide and to raise support.
6. To represent CIM in external meetings in the absence of the Executive Director.
7. To attend the CIM Annual Board Meeting.
8. To submit an annual ministry report to the Board at least one week prior to the date of the CIM Annual Board Meeting.
9. To commit to uphold the Constitution and Bylaws of the organization in fulfilling his/her responsibilities.

Working Conditions:

1. Work will be conducted from home. CIM will provide all the necessary office equipment, i.e. computer, software and accessories, printer, cell phone, furniture and stationeries. All equipment belonging to CIM must be returned after resignation or dismissal from the organization.
2. Working hours: 40 hours a week. Average 8 hours per day (normal working days start at 8 am or 9 am) for 5 days per week. No overtime pay but can be compensated by equal time off.
3. Time off from work is encouraged to compensate for the overtime accrued during a road trip or Short Term Missions trip. The Executive Director or the Board should be consulted when planning to take time off from work.
4. Annual vacation allotment:
 - Years 1-3: 15 days (3 weeks)
 - Years 4-6: 18 days (3.6 weeks)
 - Years 7+: 20 days (4 weeks)

Vacation request must be submitted to the Executive Director or the Board at least a month beforehand. Annual vacation is non-accumulative.

5. Reimbursement request: submitted monthly or not longer than bimonthly, with receipts, documents or verifications.