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# National Training Coordinator

## Summary/Objective

The National Training Coordinator will be responsible for overseeing all new staff training and ongoing training for veteran staff.

## Responsibilities

Responsibilities include (but are not limited to):

- Develop training programs for new staff as they come on board IFI to gain a basic level of competency in cross cultural communication, evangelism, discipleship, and servanthood
- Evaluate current training needs and develop continuing education for veteran staff to sharpen their skills and gain new competencies
- Plan, organize, and coordinate the delivery of training and education programs
- Aid coaches with Start-up Kit in new locations
- Facilitate cross-pollination of effective tools being used locally at locations that can be used at a National level and made available to all locations
- Review and approve customized training content to ensure IFI principles are covered
- Train locations to maximize volunteer mobilization results
- Other duties, as assigned. Duties/responsibilities may change at any time.

## Required Qualifications, including Spiritual Characteristics

- Knowledge of current and contemporary issues related to international student ministry
- Proficiency in principles, techniques, and training methods used in multi-generational, adult education
- Understanding of group dynamics and human behavior
- Knowledge of general budgetary practices and procedures
- Methods and practices of research and development
- Understanding of distance learning
- Ability to communicate with diverse populations from different ethnic backgrounds
- Ability to work independently on multiple projects and exercise discretion and good judgment
- Have a vibrant and growing relationship with Christ
- Be teachable, humble, and have a servant's heart
- Be able to verbally articulate personal faith and a Christian worldview
- Have a growing commitment to international students and to IFI's vision to extend God's love globally through equipping Christians to be effective cross-cultural communicators of the Gospel
- Exhibit creativity, understanding, and patience
- Adhere to IFI's statement of faith, core values, and policies
- Excellent oral and written communication skills and interpersonal/relationship building skills
- Well organized, with great attention-to-detail

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### **Required Education and Experience**

- Minimum of a Bachelor degree in Education, or work experience equivalent
- Experience in developing training materials
- Proficient with technology, including Microsoft Office applications
- Experience in cross-cultural ministry

### **Work Environment, Position Type and Expected Hours of Work, and Travel**

The work environment of this position will primarily be an office setting. This is a part-time or full-time, salaried position that requires both consistency and flexibility in scheduling. Some travel is expected to be a part of this position.

### **Physical Requirements**

The role requires an employee to frequently stand, walk, and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects that weigh up to 50 lbs.

### **AAP/EEO Statement**

Unless an employee has a written employment agreement with IFI, which provides differently, all employment at IFI is “at-will.” That means that employees may be terminated from employment with IFI with or without cause, and employees are free to leave the employment of IFI with or without cause. Any representation by any IFI officer or employee contrary to this policy is not binding upon IFI unless it is in writing and is signed by the Executive Director with the approval of the Board of Directors.

IFI shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of IFI will not discriminate against any employee or applicant in a manner that violates the law. IFI is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.