JACKSON AREA MINISTRIES JOB DESCRIPTION

Director

The Director shall be elected by the Board of Directors

* Shall be accountable to the Board of Directors
* Shall participate in the preparations of all reports to the Board of Directors
* Shall be in consultation with the President of the Board in preparations, agenda etc.

The Director shall be the supervisor of all designated staff persons

* Shall participate in a monthly staff meeting of all personnel
* Shall have conversation with a staff person’s specific ministry
* Shall converse with any staff person’s person situation

The Director shall be involved with the following:

* Shall monthly monitor the financial position of JAM through accountant/bank statements
* Shall participate in the development of newsletters and any other publicity
* Shall when requested assist with website, Facebook and or electronic promotions
* Shall respond personally to donors, volunteers or any other unique situation
* Shall be available to respond by phone or other means to significant inquiries about the mission

The Director shall be involved with all matters pertaining to administration

* Shall be ex-officio member of all committees
* Shall submit a report to the Board of Directors any other requesting organizations
* Shall participate with others pertaining to securing appropriate grants and/or funds
* Shall with others be an initiator of “The Vision”, “Mission” other ideas concerning the present and future direction of Jackson Area Ministries
* Shall consider suggestions offered by staff members and the Board of Directors
* Shall be the official representative/spoke person to any organization requesting/needing such representation.

The Director shall be a Christian that is flexible, creative thinker, committed to diversity, accepting and a “People” person with skills in human relationships.

The Director shall be open to changes in this Job Description and willing to make alterations and/or new items to enable the position function appropriately.