



JOB DESCRIPTION

LEADERSHIP ENHANCEMENT AND DEVELOPMENT DIRECTOR

February 2023

OVERVIEW

The Western Ontario District is shifting from a management model to a leadership development organization. We believe this is the best way to fulfil our vision of ministry expansion through healthy leaders and healthy churches. As a result, this role will increasingly adjust towards developing leaders through a systematic approach of identifying, recruiting, and training leaders to build leaders who build leaders.

The Leadership Enhancement And Development Director will provide leadership across the Western Ontario District by helping to inspire and resource leaders to shape their culture towards spiritual vitality. Under the direction and leadership of the District Superintendent and Secretary Treasurer they will provide leadership to design, develop, implement, deliver, and maintain a Learning Management System of the District that will assist credential holders and local church leaders in their continuing development as effective, healthy ministry leaders.

CORE COMPETENCIES

- Ability to work both independently and as part of a team.
- Technical Skills – Assesses own strengths and weaknesses. Pursues training and development opportunities. Strives to continuously build knowledge and skills. Shares expertise with others.
- Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.
- Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Customer Service – Manages difficult or emotional situations; Responds promptly and solicits feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

PREFERRED QUALIFICATIONS

- 5-10 years leadership or management experience in a related field.
- Experience in a training environment and familiarity with learning management systems.
- Excellent project management and with strong analytical, advanced problem solving, and critical thinking skills.
- Master's level degree in theology, education, or communications or equivalency in related field or work experience.
- Proficient verbal and cross-functional communications skills are critical.
- Strong analytical and technical skills with exceptional attention to detail and organization
- You are proficient in Microsoft Office Suite (Excel, PowerPoint, Word) and demonstrate strong internet based technological competence.
- Positive attitude and excellent customer service skills.
- Proven ability to handle confidential or sensitive information with discretion.

LEADERSHIP DEVELOPMENT

Percentage of Time 80%

The Leadership Enhancement and Development Director will provide technical leadership in support of the Western Ontario District's learning management system. The Leadership Enhancement and Development Director is responsible for the design, development, implementation, delivery, and maintenance of resources used for delivering and tracking leadership development resources from the initiation of the ministry credentials process, throughout a participant's ministry career, until retirement. Also, the training and development of local church Boards, volunteers, and ministry leaders.

The Leadership Enhancement and Development Director is the primary system administrator for the District's learning management system responsible for the installation of all system updates, upgrades, integrated tools, and other software associated with the Learning Management System.

- Administers and/or implements training-related applications including the Learning Management System (LMS).
- Coordinates with District Staff and leadership to create classes, courses, and modules for leadership development and enhancement.
- Supports the District by processing information in LMS including creating classes/courses/modules, completing participant information, entering scores/results, registering participants, researching databases for information, pulling, and reviewing work instructions, and researching and resolving system-related problems.
- Creates, maintains, and updates management structures.
- Inputs data and performs quality control of data input by other District staff.
- Responsible for managing data feeds between the LMS and other information systems, as well as providing technical support, troubleshooting, and testing activities, when necessary
- Validates and implements system upgrades.
- Validates report data, data analysis, and prepares customized and regular reports.
- Recognizes trends and provides feedback to District leadership.
- Provides guidance and recommendations for decisions and/or problem resolution related to LMS.
- Coordinates with District staff to facilitate database file maintenance and problem resolution.
- Supports and helps coordinate the tactical execution of training-related communication and print projects from concept to delivery. This includes helping to establish the brand, and design direction, development requirements, tasks management, timelines, production, and final delivery of materials.
- Acts in a Customer Support role by answering key questions of participants, learners, and staff.
- Shares responsibility for testing functionality of the LMS

PASTORAL

Percentage of Time 15%

- Preach, teach, baptized, dedicate, officiate weddings as a credential holder of the Pentecostal Assemblies of Canada
- Ministering at church services, retreats, conferences, seminars, meetings, etc. and assisting with the sacraments of the local congregation when required and invited
- Provide pastoral support, care and counsel for credential holders and in District churches as prescribed and determined by the District Superintendent
- Representing the Western Ontario District/Superintendent at special occasions/services ie. Church anniversaries, clergy retirements, mortgage burning ceremonies, funerals, etc.
- Participate in the instruction and training of clergy for District events
- Fulfilment of Christ's Great Commission



OTHER RESPONSIBILITIES

Percentage of Time 5%

- Report and participate in Operations Committee, assigned Subcommittee Meetings, Retreats and Conferences as directed by the District Superintendent.
- Attend and represent the Western Ontario District at events and meetings.
- Conduct other duties as assigned.

HOW TO APPLY

When applying, please provide your resume and a cover letter that includes a brief description of your interest in the Western Ontario District and why you feel you would be a good fit for the team.

The Western Ontario District of the Pentecostal Assemblies of Canada is committed to the principles of diversity and inclusion in its hiring practices and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation. Accommodations are available upon request for all aspects of the recruitment and selection process.

Applications and referrals will be accepted starting February 8, 2023, and will continue until the successful candidate is selected. We would like to thank everyone who has taken the time to prayerfully discern this role and apply.

Applications can be submitted online or directly to Dan DiSabatino, Secretary Treasurer - ddisabatino@wodistrict.org.