



Job Title: Local & Global Project Director

Status: Full-Time, 40 hours per week

Reports to: Local & Global Pastor, Maribel Toan

POSITION DESCRIPTION

The Project Director is responsible for the overall management of projects & initiatives; coordinating and leading partners; supervising project team members; and overseeing project implementation, financial and administrative oversight, reporting, and monitoring and evaluation of the project.

Reporting to the Local/Global Pastor, the Project Director will work collaboratively with the L/G Team to broaden the impact of Newsong's focus on developing 3rd culture leaders and communities who love God and the misfits. This position requires understanding 3rd Culture leadership and its role with NS, the city of Santa Ana, and our cause partners.

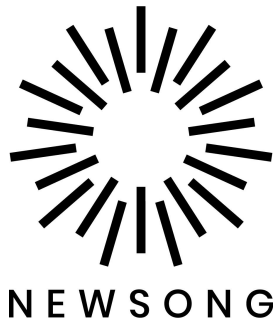
CORE RESPONSIBILITIES

MIX Academy:

- Responsible for the overall operations of the Mix Academy Online & In Person.
- Work with Fiscal Sponsor (CVOC).
- Create and implement structure with Local/Global Pastor.
- Delegate responsibilities to Interns/Staff (coordinate food and kitchen staff/volunteers).
- Develop an opening program for the night (class list/canceled classes).
- Summer camp oversight /execution (Dragon Kim Foundation – Camp STEAM).

Initiatives/Projects:

- The MIX Wednesday nights/events {Relaunch, Thanksgiving, Christmas, & End of Year Celebration}
- The King's Table
- Food LOVE Friday
- Local & Global Initiatives



- Backpack Drive & Christmas Drive

Administrative:

- Turn in receipts on the 1st and 15th of each month for reimbursement with CVOC & Newsong as needed.
- Keep Budget logs of all transactions.
- Maintaining/scheduling the team's calendar.
- Correspondence with Facilities on all event-related topics.

Global Initiatives:

- Coordinate trips (Thailand, Mexico City, Casa Hogar, Paris).

King's Table:

- Correspondence with Volunteer Coordinator.
- Correspondence with Maribel & the L/G team.
- Ensure all needed items have been ordered.

Food LOVE Friday:

- Responsible for the overall operations of Food LOVE Friday, working with a team on execution.
- Correspondence with Initiatives Developer and all Initiative Leads {Bracken's Kitchen & Second Harvest}.
- Delegate responsibilities to Interns/Staff.

ANNUAL METRICS

EXPECTATIONS:

- Attend All staff meetings and all church events.
- Respond to text messages, emails, and voicemails within 48 hours.
- Actively participate in any Newsong leaders' meeting where attendance is needed.
- All projects and responsibilities are consistent with the brand and vision of Newsong.
- Celebratory, creative, diverse culture in all our experiences.



- Collaborate regularly with local and global partners like Scholarship Prep, OSCA, Santa Ana, El Pozo, and Newsong Bangkok.

ON RAMPING EXPECTATIONS:

- Attend Newsong Way and complete LIVE within one year of being on staff.
- Attend ACTIVATE within the next year.
- Read “Monkey and the Fish”, “Xelots” and “Small Cloud Rising” by Dave Gibbons.

PERSONAL DEVELOPMENT:

- Take a day off a true Sabbath rest.
- Be a student of God’s Word.
- Identify a mentor who will help you lead.
- Read one book monthly for personal leadership development.
- Physical, Mental, and Spiritual Health.