

MST Project

General Staff Job Description

Position Title: General Staff

Supervisor: MST Project Leader

Work Hours: Dependant upon status (i.e. volunteer, short-term / long-term staff)

Minimum time commitment: 3 months +

Summary of duties:

You are responsible for updating and creating MST Project documents, helping lead teams during outreach, as well as arrange follow up meetings with men whom we meet during ministry.

Essential job functions:

- Review MST Project staff and volunteer applications.
(Reads over MST Project applications regarding potential new staff and volunteers. Reviews and prays over applications with other staff to determine acceptance)
- Type, update, and maintain MST Project documents.
(Creates new documents, updates old documents according to ministry vision and goals)
- Respond to MST Project e-mails.
(Primarily contacts with men)
- Assist with accountability of MST Project staff and volunteers.
(During pre-outreach briefing time, as well as with other staff members)
- Creative and intuitive MST Project ideas and development.
(Brainstorms new ideas for better outreach methodology in conjunction with other staff)
- MST Project staff responsibilities as described in the staff manual.
- Miscellaneous MST Project tasks.
(Including but not limited to office maintenance, copying of materials, etc.)

All staff are expected to adhere to the rules, guidelines, and procedures as presented in the *Staff Manual* and to achieve a standard of work ethic as described in the *Initial Staff Review*.

Qualifications:

- Male or Female (18 years +).
- Willingness to learn.
- Ability and desire to coordinate meetings with men, and travel to meet them
- Proficiency in word processing programs; for creating, typing, and editing MST Project documents.
- Proficiency in spreadsheet programs; for creating, typing, editing, and updating MST Project databases.
- Thai language schooling based upon the requirements of the YWAM Thailand Culture and Language Phase.
- Ability to stay up late during nights of outreach.