



**HOPE FOR THE GLOBAL  
YOUTH CULTURE**



# **Opportunity Profile International Team Care & Development Manager**

contact [usa@steiger.org](mailto:usa@steiger.org) for more information

[www.steiger.org](http://www.steiger.org)

# JOB DESCRIPTION

## International Team Care & Development Manager

### A. GENERAL INFORMATION

<b>Reports to:</b>	International Team Care & Development Director International Next Steps Director
<b>Status:</b>	Staff or Missionary (see definitions)
<b>Hours:</b>	Full Time
<b>Location:</b>	Flexible, but preferably in Europe Must work with WET and CST time zones
<b>Team Participation:</b>	International Team Care & Development Team: International HR Director International Next Steps Director International Crisis, Care, & Conflict Manager International Crisis & Security Coordinator
<b>Functional Relationships with:</b>	Regional HR Coordinators Regional Next Steps Coordinators Regional Missionary Care Coordinators Regional Crisis & Security Coordinators LDP Organizational Team SMS Director

#### **General Purpose:**

This manager will ensure there is a highly effective level of organizational and administrative support to the International Team Care & Development (ITC&D) Director and other leaders within the ITC&D Team. This role is responsible for a broad range of activities including the establishment of efficient and effective systems and processes to ensure the mission prepares, onboards, and retains sufficient, healthy workers to meet its ongoing vision and plans. It involves carrying out administrative tasks, problem solving, query handling, and actively contributing to projects within the ITC&D Team.

### B. KEY ATTRIBUTES

1. **Work well as part of a diverse team in a high-paced environment.** Must possess strong administration, coordination, and organizational strengths. Must be able to work with multiple leaders, from different cultures, managing and prioritizing sometimes competing demands.
2. **Both big picture and detailed thinker:** Must be able to understand the big picture of where the mission is going, and then work with the ITC&D Director

and Team on the details of how to support the mission in onboarding, developing, and caring for its people..

3. **Solution oriented:** The ITC&D Manager should be an innate problem solver, and able to support the ITC&D Team with the tools, systems, and processes needed to implement solutions. This requires constantly thinking of ways to improve these tools, systems, and processes, while being flexible to adapt to change.

## C. RESPONSIBILITIES & OUTCOMES

### 1. Team Organization and Planning

- Organize internal team meetings and alert team members of upcoming deadlines.
- Contribute to projects and activities as appropriate for the team, e.g. project coordination, research, etc.
- Proactively contribute to identifying where and how additional support can be given to the leaders/managers on the Team.
- Assist with research and with the preparation and formatting of reports and documents.
- Contribute to the Team's overall strategic planning.
- Continuously evaluate and improve tools, processes, systems, and organization to ensure maximum efficiency and effectiveness of people and data management.

### 2. Support to the International Team Care & Development Director

- Prepare for and participate in various meetings as required by the ITC&D Director and other key leaders/managers on the Team, ensuring action items are documented, communicated, and followed up on.
- Prepare and provide appropriate documentation about people in our mission to TC&D Team Leaders/Managers and other Steiger Leaders, to support the strong and healthy care and development of our people, teams, and regions, while guaranteeing individual privacy and data protection.
- Support the Director in the day-to-day management of the TC&D Team Directors/Managers and the Next Steps Regional Coordinators, providing organizational and people management support where needed.
- Support the Director in the process of setting and periodically reviewing OKRs (Objective & Key Results) and preparing annual budgets with the Team's Leaders/Managers/Coordinators.
- Support the Director in ongoing interactions and coordination with Regional and International Ministry Leaders, to guarantee the continued growth and optimum functioning of all areas of Team Care & Development.

## D. KNOWLEDGE AND SKILLS

### Background

- Bachelor's degree in Business Administration, Management, or a similar field (or equivalent experience) preferable.

- At least 3 years of management and leadership experience in a missions, corporate, or ministry environment.
- Experience living and working cross-culturally with people of diverse backgrounds preferable.

### Skills & Attributes

- Spiritually mature, aligned with Steiger's values and Statement of Faith.
- Passionate about managing people, and supporting them so they can thrive in their roles.
- Creative, effective, and efficient in problem solving and facilitating organization
- Able to work well and maintain a positive attitude in a high-paced, multi-faceted environment.
- Focused and hard-working, yet flexible and able to prioritize and move smoothly between tasks under pressure.
- Excellent interpersonal skills.
- Capable of working and collaborating with people from a variety of national, cultural, theological, and personal backgrounds.
- Adept at receiving and giving honest feedback, and having robust discussions with emotional maturity.
- Excellent written and verbal English communication skills; multilingual skills a plus.
- Flexible, teachable, and empathetic, pursuing a lifestyle of continual learning.

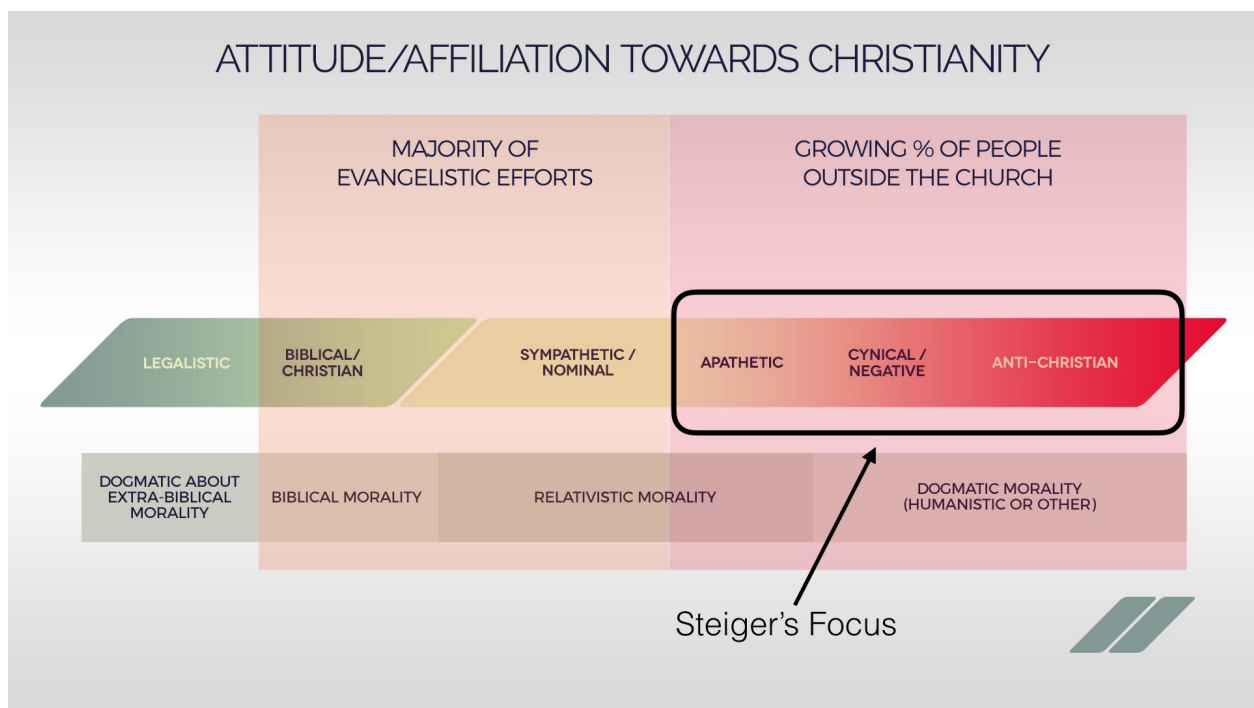
# WHAT IS STEIGER?

[www.steiger.org](http://www.steiger.org)

Steiger is a rapidly-growing, worldwide mission organization that is called to reach and disciple the Global Youth Culture for Jesus.

The mission's primary purpose is to bridge the gap between the Church and the Global Youth Culture. Steiger does this by raising up missionaries and equipping the local church to proclaim the message of Jesus in the language of the Global Youth Culture. We establish long-term teams in cities through creative evangelism, relevant discipleship, and local church partnership.

[www.steiger.org/about-us/what-is-steiger](http://www.steiger.org/about-us/what-is-steiger)



## What is the Global Youth Culture?

We live in a time of unprecedented connectedness.

Mass media, economic strategies, and above all, the Internet have eroded cultural boundaries. Today, young people all over the world are more similar than ever, making up a truly Global Youth Culture.

The Global Youth Culture, ranging in age between 17 and 35, can be found in every major city on the planet. They have grown up in a world dominated by video games, pornography, and social media. This generation is taught that there is no absolute truth and therefore no universal morality - everyone is free to choose for themselves what is right and what is wrong. An "anything goes" attitude has been adopted when it comes to sexuality.

They are told that the key to happiness is found within. Just follow your dreams - don't let anyone tell you who you are or what you want. Take care of yourself above all else. Yet paradoxically, this generation is passionate about injustice. They care about the oppressed and the marginalized. They want to use their lives to make a difference in the world.

Still they spend hours a day interacting in virtual worlds, trying to live up to the carefully curated lives of the pop stars and internet influencers that they follow online. This is leading to an epidemic of loneliness, anxiety, depression, and suicide.

Sadly, this generation is NOT looking to the Church for answers because they believe it to be irrelevant to their lives. Many are apathetic, cynical, and even hostile to the Gospel.

These are our friends, our sons and our daughters. Our vision is to communicate the Gospel to these people who have such a negative view of God.

For more information, visit our website: [What is the Global Youth Culture.](#)

## Bridging the Gap: Steiger City Teams

Steiger's mission is to bridge the gap between the Church and the Global Youth Culture by establishing long-term teams in cities around the world.

A Steiger City Team is a dynamic, bold and multi-gifted team who's specialized in reaching the Global Youth Culture. It's a catalytic force for unifying and mobilizing followers of Jesus to reach out and impact their city.

So how does a Steiger City Team do this? We:

1. develop a culture of "seeking God"
2. establish a regular, relational presence in the secular scene
3. engage in regular creative evangelism of all kinds
4. host large-scale, evangelistic events
5. create spaces that foster discipleship relationships that act as a bridge to the local church
6. equip local churches to reach the Global Youth Culture
7. establish a network of church and ministry partnerships
8. seek to multiply the impact by investing in young leaders and influencers

For more information on City Teams, [check out our web page.](#)

## What We Believe

Information on our core values and what we believe can be found on our webpage under ["What We Believe"](#)