

Job Descriptions – The Centre, Chiang Mai

Title: Director

Reports to: Asian Outreach Thailand, Asian Outreach International

Based at: The Centre, Chiang Mai

Job purpose:

To direct a successful non-formal English learning centre, so as to facilitate the effective communication of the gospel to all who come in contact with The Centre

Key responsibilities and accountabilities:

1. Champion and communicate the vision of The Centre
2. Evaluate and make decisions on the direction and activities of The Centre
3. Establishing and maintaining relationship with other local ministries for long-term partnerships
4. Establishing and maintaining relationship with overseas ministries/churches/colleges for long-term partnerships
5. Recruiting and managing key staff
6. Approve agendas and Chair staff meetings

Skill set and requirements:

1. Must have a working knowledge of non-formal education principles
2. Highly skilled at networking with partners locally and internationally
3. Able to lead strategically
4. Able to empower and mentor staff members
5. Able to lead a mixed local and international team
6. Must have a heart and vision for young people in Thailand
7. Must have a thorough understanding of Thai culture
8. Experience in leadership of non-formal education organization highly regarded

Title: Operations Manager

Reports to: The Director

Based at: The Centre, Chiang Mai

Job purpose:

To plan and oversee the operational areas of The Centre, so as to maintain and develop a smoothly operating and welcoming environment for staff, students and volunteers.

Key responsibilities and accountabilities:

1. Responsible for the day-to-day running of The Centre
2. Oversees administration, building services, café, and accounts teams
3. Recruiting and managing operations staff
4. Reports to the Director
5. Opportunity to grow operations role and expand it to other plants
6. Training others in operations role for new plants
7. Responsible for documenting operational processes
8. Create and document new policies and procedures
9. Responsible for the master calendar
10. Organizes agenda for staff meetings

Skill set and requirements:

1. Must be well-organized and demonstrate common sense
2. Must have the ability to monitor work flow and evaluate processes
3. Experience writing policies and procedures highly regarded
4. Strong MS Office, word processing, and email communications skills
5. Able to delegate effectively
6. Good communication skills
7. Experience leading multiple teams
8. Expectation of a 2-3 year commitment