

## **Assistant State Director Job Description**

**TITLE:** Assistant State Director

**EMPLOYER:** Child Evangelism Fellowship® of Wisconsin Inc.

**IMMEDIATE SUPERVISOR:** State Director

### **GENERAL RESPONSIBILITIES**

In his/her capacity as assistant state director, he/she is responsible for assisting the state director in:

- \*fulfilling the purpose of Child Evangelism Fellowship with excellence
- \*executing and accomplishing the plans and objectives of the state board.
- \*overseeing all ministry within the state
- \*following the policies and procedures of the national and state organizations

### **SPIRITUAL RESPONSIBILITIES**

The Assistant State Director shall demonstrate a balanced approach to Christian living in:

- \*a daily walk with God
- \*the family
- \*the local church
- \*the ministry

### **SPECIFIC RESPONSIBILITIES**

1. Aggressively pursues the primary ministries of CEF (Good News Clubs® and 5-Day Clubs®).
2. Maintains direct contact with children in CEF sponsored programs.
3. Assists the state director to Establishes and oversee the ministries of CEF within the state.
  - a. Promotes the ministries of CEF within the state
  - b. Expands the ministry through raising financial support
  - c. Recruits qualified people to do the work of the ministry
4. Teaches in TCE and IOT as needed.
5. Assists the state director in developing the vision and strategic plan for evangelizing all of the children within the state.
6. Works in assigned areas to establish a team of workers to do the ministry. This includes providing encouragement, counsel, direction and leadership development.
7. Ensures that all reports are forwarded to the state office on time.
8. Attends state sponsored meetings as assigned by the State Director.
9. Raises sufficient funds for personal support.
10. Is responsible for the Christian Youth In Action® (CYIA™) training program.
11. Promotes short-term missions and other overseas CEF Ministries.
12. Conducts other duties as assigned by the State Director.