

Position Description for Projects Coordinator

Bibles International, the Bible Society of Baptist Mid-Missions

Region of Position:

Overseeing one of the following combined world regions:

1. Africa and Europe
2. Americas and Caribbean
3. Asia and Pacific

Objectives of Position:

1. Conduct language research and evaluation.
2. Monitor Scripture distribution and sales.
3. Prepare communication that pertains to the above (project research, Scripture use and distribution), including collecting feedback from Scripture publication.
4. Create a ministry agenda in conjunction with the needs of BI as listed above, and within the framework established by BI in respect to international travel and time in the BI office:
 - a. Making contacts and promoting BI in the community.
 - b. Speaking in churches.
 - c. Attending and speaking at regional church associations.
 - d. Attending one learning seminar per year in a ministry-related area.
 - e. Visiting various translation agencies and resource centers.
5. Plan field visits, whether living abroad or in the US:
 - a. Conducting on-site research leading toward adoption of new projects.
 - b. Monitoring and maintaining good relationships with on-going projects.
 - c. Understanding the work and the people involved in Bible translation.
 - d. Promoting the use and distribution of Scripture among the language group.
 - e. Visiting national translation agencies and resource centers in order to understand their ministries and gain helpful information to avoid duplication, overlapping of efforts, and possible misunderstandings (e.g. competitive translations).

Responsible to: Projects Manager

Responsible for:

Nurturing partnerships among affiliates, national church associations, and BI in order to better assist nationals in the process of Scripture translation and its publication.

Responsibilities:

1. Share the mission of BI through:
 - a. Speaking engagements at local churches and regional conferences.
 - b. Visiting with pastors.
 - c. Visiting with businessmen.
 - d. Writing prayer letters regarding BI projects' needs.
 - e. Writing articles in *Briefings*.
2. Locate and identify new potential translation and literacy projects for BI through:
 - a. National contacts both in the US and overseas.
 - b. Missionaries both in the US and overseas.
 - c. Resource people both in the US and overseas.
 - d. Internet resources.
3. Structure ready-to-be adopted translation projects through the creation of:
 - a. Project budgets.
 - b. Sponsorship Committees.

- c. Translator salary structures.
- 4. Assist project Sponsorship Committees by:
 - a. Conducting training.
 - b. Maintaining communications.
- 5. Monitor the progress of BI's translation and literacy projects through:
 - a. Meeting with members of the BI Ministry Team.
 - b. Leading analysis of struggling projects.
 - c. Corresponding with BI's consultants, overseas affiliates, and national translators
 - d. Receiving and relaying necessary information concerning a project's progress:
 - i. Workshop reports.
 - ii. Project Tracking Charts and Project Snapshot dashboard.
 - iii. Project evaluation surveys and RCCA Chart.
- 6. Encourage, promote, and facilitate the use, publication and distribution of BI's translated Scripture on the various fields of service through:
 - a. Field missionaries.
 - b. National church associations.
 - c. Bible Societies.
 - d. Bookstores.
 - e. Other venues.
- 7. Keep track of Scripture inventories.

Qualifications:

The objectives of the position will be fulfilled most successfully by a person with these qualifications:

- 1. Character and gifts:
 - a. Personal commitment to Jesus Christ, to His commission, and to His Word.
 - b. Deep burden for the ministry of Bible translation.
 - c. Spiritual and emotional maturity demonstrated by integrity, objectivity, and intellectual honesty.
 - d. Understanding Bible translation art and science, its philosophy, and proper methodology.
 - e. Ability to resolve interpersonal conflicts biblically.
 - f. Ability to work with consultants and translators, administration, and be a team player.
 - g. Willingness to travel and operate under less than ideal conditions for weeks at a time.
 - h. Ability to communicate thoughts clearly and to teach effectively.
 - i. Consensus-builder and unifier.
 - j. Demonstrated ability to manage multiple projects.
- 2. Academic preparation:
 - a. Undergraduate degree or certificate in biblical studies.
 - b. Speaking and reading fluency in a language other than English is a plus
- 3. Experience:
 - a. Minimum of three to five years in a position requiring leadership, administrative, or managerial skills.
 - b. Minimum of three to five years in ministry work.
 - c. Working skills with computers and the internet.
 - d. Knowledge of basic accounting procedures.
 - e. Proven skills in public speaking, preaching and/or teaching.
 - f. At least one overseas trip to observe and/or participate in a Bible translation ministry.
- 4. Missionary appointment by Baptist Mid-Missions.