

International Partnership Ministries, Inc.
100 Spring Avenue
Hanover, PA 17331

JOB DESCRIPTION: EDUCATIONAL CONSULTANT

EMPLOYMENT STANDARDS: This is a full time missionary-status position. The Educational Consultant reports directly to the Director of the IPM Education Department.

Education: A graduate or seminary-level degree from a Bible college or university is required.

Experience: Position generally requires two years of teaching in ministry.

A combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities may also be acceptable for this work.

Ability to: exhibit a clear appreciation and understanding of cultural differences; publicly speak and write in a creative, effective, and persuasive manner; perform administrative duties with latitude for exercising discretionary judgment within the instructor's sphere of authority; identify problems and implement or recommend solutions; use tact, discretion, and other strong communication and interpersonal skills; work well with all levels of management and staff; maintain confidentiality of information; pay attention to detail, exhibit flexibility; plan, organize, and prioritize work, following assignments through to their completion in a timely manner; access strong internet research skills; adapt to new technology as it relates to office practices and procedures and equipment (including computer software programs); use Microsoft Office and related software.

RESPONSIBILITIES:

1. Raise personal support to the maximum extent possible.
2. Work in close cooperation with the Director for advancing an overall strategy of establishing, developing, and teaching within our IPM-related Bible institutes, colleges, and seminaries.
3. Provide professional development for those who are already leading, teaching, and serving in the higher education ministries of our IPM national partners.
4. Bring Biblical teaching (doctrine, exposition, ministry) to these higher education ministries.
5. Work in the development of practical resources for these ministries (library books, course textbooks, written curriculum, technology issues, etc.). Give counsel, as needed, for helping these ministries administrate well and uphold academic standards appropriate to the school's objectives.
6. Promote the IPM-related higher education ministries when speaking in USA churches and conferences, seeking to lift up this missions emphasis for an increase of awareness and support for these works that are preparing a great labor force for the Lord's harvest around the world.

7. Assist in recruitment and arrangements for sound men (pastors, Bible college teachers, and evangelists who are in accord with IPM's doctrinal position) who can teach and serve among our ministries on a short-term basis (e.g., teach a two-week modular). As God gives open doors, encourage faithful men regarding the Lord's call to the ministry of the Word of God and their own availability to Him for missions work.
8. Communicate blessings and needs with ministry supporters by means of regular prayer letters and other correspondence.
9. Work with the Director of the IPM Education Department in accomplishing various projects, evaluating our higher education ministries, and implementing our specific objectives for these schools wherein we teach and train Christ's servants to know and handle the Word of God accurately.
10. Other duties as assigned by the supervisor.

Revised 12/30/2015 by Thomas Wolfe
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