

OVERVIEW

The role of the Assistant Director of Training is to primarily focus on operational execution and administrative support across all training phases (MTS and TSS). The core duties would involve ensuring the seamless day-to-day delivery of the curriculum, managing program logistics, and supporting the team leads for both the pre-field and on-field services. Crucially, this person would also undergo focused professional development under the Director to master strategic oversight, partner relations, and outcomes tracking, preparing them to ultimately assume the Director role in the future. It is full time and support raising or self-funding is required. The role is based out of Bangkok, Thailand.

KEY RESPONSIBILITIES

- **Program Administration and Logistics:** Manage the day-to-day administrative and logistical needs for the full training pipeline (MTS and TSS), ensuring smooth operations and resource allocation.
- **Coordination of MTS Launch and Delivery:** Directly assist the MTS Coordinator with the planning, scheduling, and implementation of all classes, particularly supporting the launch of new language tracks.
- **Support for TSS Mentorship Program:** Help the TSS Coordinator with the organization and tracking of the long-term mentorship program, including managing mentor/participant assignments and communication.
- **Curriculum Documentation and Control:** Manage the official documentation of the contextualized MTS curriculum, ensuring that the new multi-language materials align with the established Atlanta content.
- **Data Collection and Reporting:** Oversee the collection and compilation of program data and metrics (e.g., student attendance, feedback, placement rates) to assist the Director with outcomes reporting.
- **Director Understudy and Leadership Training:** Actively engage in focused training and development with the Director to learn strategic planning, budgeting, and high-level partner relationship management.
- **Inter-Coordinator Liaison:** Serve as the primary operational link between the MTS Coordinator and the TSS Coordinator, ensuring a consistent and smooth transition for students moving from pre-field to on-field support.

REQUIRED QUALIFICATIONS

- Must personally embrace [GFM's purpose](#), vision, [values](#), and [statement of faith](#)
- Must identify as a maturing believer in Jesus Christ with a high view of Scripture (2 Tim 3:16-17; Col 3:16-17)
- Must demonstrate humility, teachability, and an ability to work well with others (Eph 4:15)
- Must display advanced interpersonal relational skills and be dedicated to peacemaking (Heb 10:24-25)
- Must function well both independently and in a team environment (1 Cor 12:25-26)
- Must be able use or learn internal communications and technology systems (Email, Google Drive, Slack, Salesforce, etc.)
- Must be ready to experience significant missions training and discipleship through GFM's Missionary Training School (in person sessions or online)

RECOMMENDED

JOB DESCRIPTION for Assistant Director of Training



- A College Degree is preferred but not required; informal training/experience in administration, communications, team building, human resource management, organization, leadership, and/or ministry will be considered

NEXT STEPS

To find out more about Global Frontier Missions, please visit [our website!](#)

To apply to this position or to find out about other positions, please email ThomasLee@gogfm.org.

To consider further options, please [Contact Us](#) or [View Other Opportunities](#).

Since GFM's mission is to make Jesus known, all staff must be committed to and able to implement that mission.