

OVERVIEW

The Assistant Director of Mercy Ministry serves as the Director's chief deputy, providing day-to-day operational management and coordination across the three ministry departments: ESL, Community Development, and Special Intervention. This role is responsible for ensuring the efficient execution of all mercy ministry protocols, managing internal accountability, and acting as the primary resource liaison for the three Coordinators. The Assistant Director is intentionally developed to master the strategic, financial, and ethical oversight required to assume the Director's position 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

- **Operational Coordination and Program Alignment:** Manage the day-to-day operations and workflow across the three coordinator-led areas (ESL, Community Development, and Special Intervention), ensuring all programs are aligned with the Director's strategic vision and multiplication goals.
- **Accountability and Performance Tracking:** Serve as the primary accountability manager, monitoring key performance indicators (KPIs), assessing the progress and impact of mercy initiatives, and collecting/compiling comprehensive reports for the Director.
- **Resource and Logistics Management:** Oversee the logistical planning, inventory, and resource allocation for all major mercy projects, ensuring that the three Coordinator teams have the necessary materials and support to execute their plans effectively.
- **Protocol Compliance and Risk Mitigation:** Work directly with the Coordinators to enforce ethical standards, safety procedures, and legal compliance across all mercy programs, helping to mitigate risk, especially within the sensitive Special Intervention area.
- **Budget Oversight and Financial Administration:** Assist the Director in overseeing program budgets, tracking expenditures against projections, and managing the financial administration tasks to ensure strong fiscal stewardship and transparency.
- **Leadership Development and Succession Training:** Actively engage in dedicated mentorship and training under the Director, intentionally developing the executive, strategic, and partnership management skills required to assume the Director of Mercy Ministry role in the future.

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 Mercy Ministry



- 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.