

OVERVIEW

The role of the Assistant Hub Director is to help the Hub Director lead a thriving Thailand team in each of the Mobilize, Train, and Multiply areas. This includes working with the Director of Mobilization, the Director of Training, the Director of Multiplication, the Personnel Coordinator, and the Program Coordinator on their goals and metrics. The ultimate goal is to take the place of the Hub Director when necessary. It is full time and support raising or self-funding is required. The role is based out of Bangkok, Thailand.

KEY RESPONSIBILITIES

- Help manage GFM services, activities, finances and community relationships
- Prepare quarterly reports for the Board of Directors
- Support the needs of the Hub Director, Director of Mobilization, Director of Training, and the Director of Multiplication
- Work with the Personnel Coordinator to produce job descriptions, market those positions, onboard them well, and then have excellent practices to have high team retention
- Work with the Program Coordinator to create and track goals to accomplish the overall hub goals and goals for mobilization, training, and multiplication.
- Assist with recruiting, supervising, training, and evaluating volunteers and interns

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

- 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.