



**The Voice Inc.**

## Director of Prayer Ministry Job Description

**HOURS:** 2 hrs/wk. (Volunteer – non-stipendiary), 6months - 1year commitment (renewable)

### **PURPOSE OF POSITION:**

We are looking for an individual with a passion for Christian Prayer Ministry, a warm, flexible, people-oriented self-starter, who demonstrates a strong passion for Christian living. The primary function is to serve as director of programs for our Prayer Ministry, organizing and coordinating with all aspects of The Voice Inc.

The Voice is a faith-based, 501C3 non-profit organization. We have the mandate of using Christ's principles to help people claim their identity, in all beauty and ashes, by creating safe places of belonging, advocating for social justice and providing basic human needs, for individuals and groups, who have long been alienated, forgotten or silenced, because of their unique differences. The position will coordinate communication with all members, speakers, moderators, and interested persons, and also make sure the vision of the ministry is accomplished. This position reports directly to the Executive Director of The Voice Inc.

### **JOB DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

1. Learn and support The Voice Inc. mission statement and goal, stay current with local, national and international trends with all members and Cover all ministries of The Voice and members prayers requests
2. Develop and engage existing membership through interaction and response to people's prayer request and participation in the weekly prayer meetings.
3. Recruit, train, assign and supervise intercessors and prayer warriors, and prepare volunteer schedules, assuring adequate ministers for each session.
4. Prepare and maintain and update related publications (Facebook, Twitter, Instagram, newsletters, website updates, and the annual report).
5. Assure that meeting platform is kept secured.
6. Attend the four statutory meetings of The Voice Board of Directors; Second Saturday of September, December, March, and June. Meeting is usually 10am to 12noon online.

### **QUALIFICATIONS:**

1. Individuals applying for this position must have a passion for Prayers and Christian Faith Formation, as evidenced by the history of involvement in prayer leadership (church council, committees, ministry, etc.).
2. Strong organizational, motivational, and communication skills; writing, computer.

3. Ability to listen and teach, with sensitivity to the learning needs of people.
4. Have a creative and teachable spirit.

### **Application Process**

Applications should be submitted via email to [thevoicefingerprint@gmail.com](mailto:thevoicefingerprint@gmail.com)

Your application should comprise three elements:

1. A brief cover letter (maximum 1 page),
2. A personal statement outlining how the competencies, experience, and values you would bring to the post would support the mission of The Voice Inc. (2 pages) and
3. Résumé (maximum three pages) and three references (include both employment and character references).