



## GCF Position Description GCF Chief of Operations

To meet the administrative needs of the GCF Secretariat, and position GCF for a flourishing future of executing its mandate of creating an open space for all streams of Christian families, GCF invites application for the position of Chief of Operations to work under the supervision of the Secretary. The successful candidate will be able to start working from January 1, 2023.

The COO will work on two primary projects, one on backstopping the GCF Secretary in general administration: especially pertaining to the scheduled Fourth Global Gathering Accra, Ghana April 2024, and two, on offering strategic direction to our development and fundraising efforts. Other responsibilities will be on an as-needed basis.

Ideal candidate will be someone who

- a) Is passionate about and proven great interest in global Christianity, in the fields of intercultural studies, missions and/or ecumenism
- b) Is able to travel with the Secretary as needed
- c) Is able to work well collaboratively as well as independently as needed
- d) Has strong communication skills in speaking and writing.
- e) A self-starter who can set goals and meet deadlines.
- f) Has high attention to detail
- g) Can prioritize/balance multiple projects at once.
- h) Is communicative and responsive to emails, texts and business contacts
- i) Has familiarity with social networking tools.
- j) Though a seminary education will be an asset, a candidate who has worked in an international interchurch or ecumenical organization who is non-clergy can also apply.

While preference will be given for candidates with proficiency in English language, and based in Asia, all qualified candidates will be favorably considered.

The review of applications will resume immediately until position is filled. Interested candidates please contact GCF Secretary with a resume or CV and application letter, at <[caselyessamuah@globalchristianforum.org](mailto:caselyessamuah@globalchristianforum.org)>. The interview process will consist of a review of applications followed by interviews either in-person or on zoom. **Only those to be considered will be contacted after submission of resume.** Information about the Global Christian Forum is available on our website.