



**Take ACTION**

## **Relief And Development Coordinator (1)**

*DEPARTMENT: Administration*

*PLACE OF SERVICE: Metro Manila, Philippines*

*DATE REVISED: September 2009*

### **PURPOSE OF THIS POSITION:**

To oversee various requests for relief and disaster assistance that may be requested by ACTION missionaries for their ministry contacts. In the case of a major calamity, to initiate and coordinate ACTION's involvement in providing relief and assistance to the calamity victims.

### **LIST OF RESPONSIBILITIES:**

1. Screen and oversee various requests for relief assistance.
2. Coordinate the delegated survey work and evaluate the needs in a disaster area.
3. Discover the Christian leadership in the disaster area and initiate coordination with them. Primarily oversee the search for disaster victims who are of the household of faith and who are being overlooked by other relief efforts in the area.
4. Initiate and supervise ACTION's relief distribution involving resources and personnel.
5. Evaluate whether or not ACTION should move from a relief stage into a reconstruction or livelihood stage.
6. Coordinate with other relief and development agencies to maximize effectiveness and avoid duplication, confusion, etc.
7. Oversee reconstruction and livelihood projects through area coordinators and field personnel.
8. Report all relief and disaster ministry activities to the field and international directors.
9. Maintain current bookkeeping and financial accountability for the ACTION Relief and Disaster Ministry account.
10. Prepare the annual report, proposal and budget for RDM.
11. Raise \$50.00 US per month to assist with the department operational expenses. This requirement is in addition to the standard work-fund budget guidelines.

A four-year field-service commitment is required.

### **BRIEF DESCRIPTION OF MINISTRY:**

Has overall responsibility to evaluate relief requests made to ACTION. When a relief project is initiated, has the role of coordinator and overseer. Will coordinate with local Christian leadership, as well as other relief agencies assisting with calamity victims.

### **PRE-FIELD PREPARATIONS:**

1. College/university/Bible-school or applicable professional/vocational training as appropriate for this job description.
2. At least one year of Bible training or the equivalent.
3. Must demonstrate a comprehensive knowledge of missions perspective through selected readings.
4. Complete an approved pre-field orientation course.



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**Technical Experience:**

At least one year of experience in a related field for this job description.

**Christian-Service Experience:**

1. Must have one or more years of part-time local-church Christian-service experience in general outreach or discipleship/teaching ministries. Christian-service experience through para-church organizations will be accepted.
2. Prefer at least one to two years experience in working with national pastors and local churches.

Tagalog Level 2 minimum required.

ACTION Philippines 2009-2010 Personnel Needs List  
Updated September 2009