

C. H. Mason Bible College

Executive Director

Job Description

General Requirements

1. Working knowledge of curriculum design.
2. Experience with online instruction.
3. Ability to work with people with several educational levels.
4. Master's degree in curriculum design/development or equivalent.

Specific Requirements

The Executive Director will be responsible for:

1. Redesigning the current Bible College curriculum to align with the national CH Mason Bible College.
2. Redesigning the curriculum for online/hybrid instruction.
3. Ascertaining that the curriculum meets the requirements for ordination of Elders and licensing of Missionaries.
4. Developing and marketing continuing education classes.
5. Integrating AIM, Worker's Meeting, and women's conference curriculum into CH Mason Bible College.
6. Managing the staff of the Bible College. This will include hiring and training of teachers and staff members.
7. Evaluating Bible College staff and curriculum.
8. Managing the budget for the Bible College.
9. Making the Bible College curriculum available to people from other jurisdictions/denominations.

To apply, please complete the attached application form and submit with your resume to the Commissioner for Education at clodaj1@yahoo.com. The deadline for submission is October 15, 2024.

C. H. Mason Bible College

Executive Director

Application

Name: _____

Educational Qualification: _____

Experience with CH Mason Bible College: _____

Church affiliation: _____

Pastor & Contact Number: _____

Based on the job description, explain your vision for the Bible College: (use additional sheets if necessary) _____

Please submit the application and your resume to clodaj1@yahoo.com