



ABOUT THE EMPLOYER

TEAM - The Evangelical Alliance Mission is a global ministry organization founded in 1890 that partners with churches to equip and send global servants who make disciples of Jesus Christ among the nations, leading to the formation of reproducing churches, going where the most people have the most need. We envision the church transforming our world, proclaiming the Gospel in both word and action.

To accomplish this purpose, we subject our lives to the truth of Scripture and we rely on God through prayer. God provides what is necessary to carry out His plan to build His Church among the nations. While only God can save, we speak His words, use His gifts, and reflect His love. Without constant reliance on God through prayer and obedience to His Word, we can do none of these things.

TEAM is both an equal opportunity employer and a faith-based religious organization. We conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual. The status of TEAM as an Equal Opportunity Employer does not prevent the organization from hiring personnel based on their religious beliefs so that all personnel shares the same religious commitment. Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. [§] 2000e[-]1(a)), TEAM has the right to and does, hire only candidates who wholeheartedly and without reservation agree with [TEAM's Statement of Faith](#).

ABOUT YOU

Every candidate should be a believer in the Lord Jesus Christ who is in fellowship with a Bible-believing church and **wants to make a difference through involvement in world missions**. This individual must personally embrace the [purpose, vision, beliefs, and values of TEAM](#). Must be humble enough to embrace tasks both glorious and fun as well as those that are mundane and not glorious.

TEAM STAFF COMPETENCIES

Interpersonal Skills

- Treats others appropriately with sensitivity and respect
- Resolves differences effectively and graciously
- Contributes to team cooperation among workgroups

Communication

- Listens actively and asks for clarification as needed
- Expresses thoughts clearly in speaking and writing
- Selects the medium, forum, and manner appropriate for the setting and culture

Adaptability

- Flexible with differing work styles and culture
- Receptive to new or additional assignments
- Responds constructively to changing conditions and setbacks

Servanthood

- Shows a commitment to serve for the good of others
- Ensures that actions meet the needs of the work context

Decision-making

- Considers differing points of view and seeks input
- Able to analyze facts, solve problems and make decisions
- Demonstrates prayerful discernment and good judgment

Task Management

- Demonstrates mastery of fundamentals required
- Takes Initiative that leads to effective results
- Plans and prioritizes workload for timely completion

Continual Learning

- Assesses and recognizes own strengths and weaknesses
- Maintains a growth plan and pursues self-development
- Regularly meets with a growth partner for encouragement



JOB DESCRIPTION

Job Title:	Director of Equity and Diversity	Revised Date:	July 2021
Reports to:	Executive Director of Global Services	Department:	Services
Work Location:	Approved Remote Location	Job Classification:	Part-time

JOB QUALIFICATIONS:

The candidate must:

- Be spiritually mature with a growing relationship with Jesus Christ
- Experience in global missionary service with TEAM or similar agency required
- Bachelor's degree or equivalent work experience; advanced degree a plus
- Knowledge of EEO laws and OFCCP regulations (e.g., EO11246, Title VII, FLSA, FMLA, USERRA, ADA); understanding, interpreting, and applying laws, rules, regulations, policies, and procedures
- Track record of leadership in advancing issues related to equity and diversity
- Experience and credibility as a leader in an environment where the ability to influence, work across a complex matrix, and build relationships is critical
- Ability to motivate, influence, and optimize senior leadership, stakeholders, and peer groups
- A highly effective communicator with the ability to clearly and concisely articulate ideas, concepts, and proposals to engage team, peers, and management
- Strong interpersonal awareness and skills with particular emphasis on assertiveness, supportiveness, confrontation, listening, and group process. Also a keen understanding and awareness of their own diversity and how it impacts and influences their role
- Possess effective internal and external networking skills with the ability to build and sustain key relationships
- Strong written and verbal communication and interpersonal skills; comprehend and speak English
- Able to easily maintain confidentiality and prudence in communication
- A self-starter who has a track record of successful planning, execution, and follow-through to accomplish agreed-upon objectives
- Demonstrate an attitude of love, compassion, and respect to the employees, global workers, and partners that we serve
- Proficient computer skills; experience working with email, spreadsheets, word processing, and office software

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The following abilities are required for the position:

- Work at a desk in an office or home-office setting; Sit at an office desk or in a meeting room for extended periods of time
- Work for extended periods of time at a computer, requiring the ability to send and receive information with necessary optical, auditory, and manual dexterity (fax machine, copier, scanner, etc.)
- Use a keyboard and mouse to enter, retrieve or transfer words or data information and/or move from screen to screen on the computer to view information
- Tolerate dust and fumes from general cleaning and maintenance procedures
- Display the reading skills necessary to proofread written material
- Perform basic mathematical calculations
- Walk, stand, stoop and kneel to file and retrieve files from cabinet drawers
- Able to navigate international travel alone

JOB OVERVIEW:

The *Director of Equity and Diversity* will provide strategic leadership and administrative oversight for researching, developing, implementing, and maintaining long-term strategies, collaborations, and successful practices designed to prioritize and promote TEAM's values of equity and diversity. The goal of this role is to increase the recruitment and retention of staff and global workers from diverse backgrounds and create an integrative environment where all members of TEAM feel welcome, valued, and supported.

KEY RESPONSIBILITIES:¹

- Develop a structured and strategic approach for providing a culture and atmosphere of equity in TEAM and all its members
- Articulate and promote an understanding and affirmation of inter-cultural competence in addition to cross-cultural competence with TEAM
- Make tools available to periodically discern and assess the cultural competence of all of TEAM's staff and missionary personnel - including TEAM's board
- Assure ongoing cultural sensitivity training opportunities are available for all members of TEAM - both in the US and aboard
- Partner with ministry leaders in their processes for staffing, hiring, and recruiting decisions in a multicultural and multiethnic context
- Collaborate with HR Administrator and Learning & Development to address unique staff development opportunities for ethnic minority staff
- Proactively prepare all departments of TEAM for receiving and developing ethnic North American based and global staff to successfully reflect the unity in diversity of the Kingdom of God seen in Revelations 7:9-10
- Develop mutually beneficial relationships with ethnic agencies and organizations for the purpose of serving each other to reach our God-given vision and kingdom purposes
- Lead a Diversity Working Group to assist in identifying and implementing an organizational diversity strategy
- Assess where TEAM needs to deploy new resources and personnel to implement the proposed diversity strategy

¹ Disclaimer: The information in this job description indicates the general nature and level of work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this job. While employed in this position, an employee may be required to perform other assignments not listed in the job description.

Applications for employment are available online at <https://team.org/about-us/staff-opportunities>. Inquiries may be made to:

TEAM - The Evangelical Alliance Mission | 400 S. Main Place, Carol Stream, IL 60188-2407

Human Resources | Human.Resources@TEAM.org