



## JOB DESCRIPTION

Effective: January 2015

**Job Title:** Institute for Leadership Development (ILD) Associate Director

**Location:** Herat, Afghanistan

**Job Summary:** The Associate Director acts as an assistant to the ILD Director and leads accordingly. He should be able to teach leadership courses but his primary role is assisting the Director in the day to day operations of the ILD which will include everything from course development to facilities management. When the Director is out of the country, the Associate Director oversees all operations.

### Responsibilities:

- Teach and lead with professionalism
- Work as a complementary team player in advancing the purposes of the ILD
- Assist in developing leadership curriculum
- Develop an effective team of volunteers
- Help raise financial support for the ILD
- Assist the ILD Director in all matters pertinent to our mission
- Other duties as assigned

### Requirements:

- Embrace Morning Star vision and mission
- Experience in cross cultural work
- Experience in teaching adults
- Professional in conduct and appearance and always striving to raise their personal bar of performance
- Fluent in written and spoken English – Dari would be a bonus
- Knowledgeable in the MS Office products
- Willing to remove all reasonable obstacles to effective communication
- Proven attitudinal flexibility
- Two year commitment

**Compensation:** Individual will need to raise financial support

**Contact:** Human Resources at [hr@msdev.org](mailto:hr@msdev.org) or call 719-266-8900

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