



JOB DESCRIPTION

Effective: December 2017

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

Location: Multiple locations available throughout Afghanistan

Job Summary: The Associate Director acts as an assistant to the ILD Director and leads accordingly. This person should be able to teach leadership courses, but the 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 – willing to learn the local language
- Knowledgeable in the MS Office products
- Proven attitudinal flexibility
- Two year commitment

Compensation: Individual will need to raise financial support

Contact: Human Resources at hr@msdev.org or call 719-266-8900

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