



## JOB DESCRIPTION

RR for SE Asia

**START:** January 2027

**LOCATION:** The primary work location is field-based in Southeast Asia, with regional travel required. Must be eligible for employment in the US or Canada and able to travel to the US from time to time.

**AUTHORITY (COLLABORATIVE, SERVING LEADERSHIP):**

The Regional Representative for SE Asia (RR) functions with authority from the Mission Team Strategic Coach (SC).

**RESOURCES FOR THE JOB**

Resources delegated to the RR for SE Asia include

1. Support-raised personal compensation and benefits package
2. Program budgeted for SE Asia RR role.
3. Additional training as needed.

**LIMITATIONS OF AUTHORITY**

The limitations of authority for the RR for SE Asia are determined by:

1. Applicable civil laws - except those in contradiction to the Gospel
2. Executive limitations policies (Cf: Board Policy Manual)
3. EMM long-term worker manual
4. The organization's strategic plans and priorities
5. Limitations specific to the RR role. Specifically, the RR may not:
  - a. Hire, terminate, or change the conditions of the employment of workers in the Region without the affirmation and approval of the Mission Team (MT) Director and Human Resources (HR).
  - b. Restructure the region
  - c. Authorize spending above the budgeted amounts for their region for the year (Cf: Corporate Budget Authorities).

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The information in this job description is intended to illustrate responsibilities and pertinent qualities for the assignment. This position description does not imply a contract.

**KEY**

**E = Essential functions** — Key components of the job; what an individual needs to do to fulfill the requirements of the position.

**O = Other functions** — Job functions that others can do; areas where there is greater possibility of making reasonable accommodation (as per ADA).

## **RESPONSIBILITY (OVERVIEW)**

The primary responsibility of the RR is to develop and execute the overarching mission vision and strategy of EMM for the region including:

1. The oversight of EMM appointed persons who live within the region
2. The intentional empowering and releasing of gifts through modeling of disciples who make disciples with the goal of forming multiplying communities of discipleship.
3. The maintaining of relationships with national partners and network connections

## **AREAS OF RESPONSIBILITY**

1. Vision & Strategy:
  - a. Work with the Strategic Coach and workers in the region to prepare overall 5 year and 1 year vision and strategy goals for each team/ministry, in alignment with overall EMM vision and strategy. Lead with hospitality for and with the worker, nurture and accept them, creating trusted space where mistakes are expected as part of the process. E (\*see key at end of document)
  - b. Work with each regional team member to develop goals for their role in alignment with and furtherance of the team/ministry vision and strategy. Empower team leaders (or designated workers) to develop work/service plans, providing support and accountability as agreed upon. E
  - c. At least annually, review personnel needs for your region and work with HR to develop opportunity postings to recruit the people needed to fulfill the vision in each area. E
2. The oversight of EMM appointed persons who live within the region.
  - a. On-field orientation and training: Ensure new workers (short and long-term) receive specific on-field training and orientation to local culture and religious understanding, along with a history of EMM's involvement in the region and goals for the future. Also ensure new workers have an adequate understanding of budget and expense reporting procedures.
  - b. Monthly face-to-face communication (either by RR or Team Leader) with every fully-supported long-term worker in the region for the purpose of prayerful discernment, empowerment, and fostering growth in personal well-being, accountability and service. For Associated, Marketplace, and short-term workers, fulfill communication expectations as per respective agreements. E
  - c. Ensure each worker does an annual review, which is reviewed by the RR and sent on to the HR Administrative Assistant, who will forward it onto the designated parties. The RR should include his/her comments about the worker as well. E
  - d. Connect with the Human Resources Director for specific well-being issues of personnel as needed. E
  - e. Keep Protected Health Information confidential
  - f. Travel to every site within the region where EMM has workers on at least an annual basis. The purpose of this travel will vary depending on the needs of the worker(s). It may include encouragement, well-being care, vision and strategy for the location, conflict resolution, etc. E
3. HR Administration
  - a. Communicate new personnel needs to the Recruitment and Placement Specialist. Work with the HR Administrator to develop text about the opportunity for recruitment. E
  - b. Respond to and communicate with HR Administrators for all personnel processing. E

- c. Work with the HR Administrator to determine the appropriate use of names, locations, photos, and other details in EMM communication with and publications for workers in sensitive locations. E
  - d. Work with the Budget Administrator to gather data for the field budget lines in worker budgets. Approve budgets for workers in the region. E
  - e. Work with the HR Administrator to ensure complete and updated Crisis Contingency Plans (CCPs) are prepared and on file (on field and at CAO) for each worker unit. Implement personnel crisis response measures when needed according to training and guidelines. Request help in assessment and crisis response as needed from Human Resources Director and Strategic Coach. E
4. Administrative Details
- a. Participate in and prioritize attendance at monthly RR video calls. E
  - b. Interpret and apply EMM policies. Suggest adjustments to policy when impracticalities are observed. Communicate with the Strategic Coach and the Mission Team Director about requests for exceptions. E
  - c. As possible, partner with CAO to mobilize vision, people, and resources for work in the region. E
  - d. Oversee the development of annual program budgets for the region, and ensure that accurate financial reports are filed at CAO in a timely manner. E
  - e. Ensure the planning of annual regional retreats to upgrade health and well-being, spiritual vitality and work/service skills. When creating worker budgets, make sure to include worker(s), speaker, and childcare expenses. E
  - f. Cooperate with the Advancement Team regarding communications, development, and technology needs. This may include, but is not limited to, writing stories, providing feedback on articles, reporting on fund use, setting sensitivity guidelines, assessing technological security needs, and providing photos and videos for recruitment and promotional purposes.
  - g. Send annual reports, trip reports, or other periodic updates to MT supervisor as requested. E
5. National Partner relationships and network connections:
- a. Foster mutual, healthy relationships with partners, developing specific ways EMM expresses partnership with national partners (which may include but must be more than financial partnerships). E
  - b. For each EMM partner document and communicate EMM's and the partner's understandings and expectations of the partnership.
  - c. Periodically visit national partners and visit places where we have historic relationships as needed. E
  - d. Attend regional events for networking purposes. O

#### **EXPECTATIONS OF RESPONSIBILITY**

The expectations of the responsibility of the RR for SE Asia are expressed above along with the organization's strategic plans, priorities and goals (reviewed annually with the supervisor), and the operating and financial budget.

The RR is also expected to display the organizational values and guiding principles as expressed in *Christ's Transforming Love* of obedience, well-being, and multiplication as well as the relationship values of affirmation, involvement, and servant leadership with workers and partners in the region, with CAO staff, with volunteers, and with other stakeholders.

#### **A. MINISTRY COMMITMENTS**

- Displaying a Christ-centered life. E
- Understanding of the importance of prayer and commitment to regular prayer for the workers and national partners in the region. E
- Participate in the two week Launch training. E

#### **B. CHURCH AFFILIATION**

- Active member in a Christ-centered, mission-minded congregation with a preference for Anabaptist communities. E

#### **C. ATTENDANCE AT EVENTS**

- All RRs are expected to attend RR gatherings. E
- Oasis retreat once every 4 years. E

#### **D. TRAVEL**

- This person should be able to travel in off-road areas for periods of up to six hours. E
- This person should have a current driver's license and be able to obtain an international driver's license. E
- Overnight travel to other countries required. E

#### **E. PHYSICAL**

- This person should be able to lift and transport 50 pounds for short distances. E
- This person should have sight/hearing. E
- This person should be able to walk foot paths of distances up to 10 miles. E

### **ACCOUNTABILITY**

#### **A. SUPERVISION/ACCOUNTABILITY**

- The RR for SE Asia will be supervised by and accountable to the Strategic Coach for performance and for compliance with the limitations of authority and expectations of responsibility.
- Accountability is mutual. The Strategic Coach is accountable to the RR for SE Asia for providing the authorization, resources, affirmation, involvement, and servant leadership required for the successful realization of the RR's responsibility.
- The working RR role and relationship is reviewed at the end of each RR's term of service.
- The RR for SE Asia will supervise SE Asia team members on the field.

## QUALIFICATIONS

### A. JOB EXPERIENCE AND EDUCATION

- The position requires a high school diploma, with preference for a college degree. E
- This position requires at least 3 years of vocational training or on-the-job leadership training and experience in ministry and working on teams. E
- This position requires all the training expected of long-term EMM workers, such as Launch, as well as specialized training for the RR role. E

### B. LANGUAGE SKILLS

- This position requires fluency in speaking, writing, and reading English. E
- This position requires ability to acquire competency in a foreign language. E
- This position requires a commitment to learn the language of the host country where they will be based. E

### C. CROSS-CULTURAL EXPERIENCE

- This position requires at least 3 years of international cross-cultural experience, preferably with EMM, with a proven ability to adapt and thrive in a cross cultural living environment. E

### D. PERSONALITY AND PERSONAL STRENGTHS

- Ability to encourage trust, to empower others, to lovingly address issues, to be willing to confront when needed, and to engage in mutual accountability. E
- Willingness to provide and/or ensure well-being care and coaching as needed. E
- Skills in implementation and follow-through in completing details or delegation to an appropriate person on the team. E
- Ability to be culturally sensitive and/or diplomatic in communication. E
- Capacity to empower and release workers to fulfill the vision and/or work in their location. E
- Skills in both listening (drawing others out) and expression (sharing personal perspectives) for collaboration. E
- Ability to assess and respond appropriately to situations of conflict. E

### E. OTHER

- EM Regional Representative Relationship (RR) Descriptions and Expectations of Responsibility are informed, good faith attempts at describing what a RR's work will be when they're on the field. However, it is likely that when a person begins working as an RR, things may look differently than anticipated as the RR lives into his/her assignment. The RR and/or the supervisor are welcome to request a review and update to these documents at any time, but at minimum will be asked to update these at the start of each new term.