

TEARS Staffing Needs:

TEARS Jobs Opportunities in the Dominican Republic

Job title: Accountant

Location: La Vega, Dominican Republic

Dates: flexible dates, 2-5 year commitment

Accountant: TEARS Accountant manages accounts for our school, general fund, Canadian fund and ministry outreaches. This includes keeping reports of all income and expenses, paying salaries and bills, analyzing revenue and generating reports,

Requirements: Excellent organization skills, able to multitask and prioritize multiple responsibilities, good communication and interpersonal skills, some Spanish language skills, proficient in MS Excel, Word, Outlook and Accounting software programs, enthusiastic, self-motivated, pro-active, team player and a sense of humor.

Must raise support as missionary or be self-supported and have overseas travel insurance.

Job title: Agricultural Manager

Location: La Vega, Dominican Republic

Dates: flexible dates, 6 months-2 year commitment

Agricultural Manager: We are looking for someone who will coordinate activities, train others, and supervise in propagating, cultivating, and harvesting horticultural specialties; such as trees, shrubs, flowering plants, flowers, and vegetables. Requirements: knowledgeable in environmental-control structures, systems, techniques and plant culture. Must be a hard worker and self-motivated.

Must raise support as missionary or be self-supported and have overseas travel insurance.

Job title: Church Planter/Church Planting Trainer

Location: La Vega, Dominican Republic

Dates: flexible dates, 1-2 year commitment

Church Planter/ Church Planting Trainer: We are looking for someone to come be a part of a church planting team. Requirements: Solid understanding of gospel and scriptures, a team player, healthy communication skills and passionate and intentional about evangelism. Intentional, strategic planning skills, and able to gather people. In depth understanding of Church planting methods i.e. Church Planting Movements. Emotionally Mature, resilient and self motivated. Must have a vital spiritual life and healthy marriage (if married).

Must raise support as missionary or be self-supported and have overseas travel insurance.

Job title: Elementary School Educator

Location: La Vega, Dominican Republic

Dates: January 2009- June 2009, August 2009, or August 2009-June 2010

Elementary School Educator- TEARS Christian Schools is seeking someone to train elementary school teachers, providing or creating their own materials and lessons. They must have a teaching degree, have experience teaching and doing some training. Spanish is very helpful.

Must raise support as missionary or be self-supported and have overseas travel insurance.

Job title: English Teacher

Location: La Vega, Dominican Republic

Dates: Flexible Dates, minimum 3 month commitment

English teacher: Leaders of the Haitian Ministry are seeking someone who will help them learn and perfect their English. The primary task would be conversational English in a relaxed environment. Some Spanish or French would be helpful but not required. This is an ideal position for someone who has a heart for the Haitian community here in the Dominican Republic.

Must raise support as missionary or be self-supported and have overseas travel insurance.

Job title: Executive Secretary

Location: La Vega, Dominican Republic

Dates: flexible dates, two year commitment needed

Executive Secretary: We are in need of a personal secretary for our ministry director. Their responsibilities would be as follows:

- i) Create financial and statistical tools and reports using spreadsheets.
- ii) Type and word-process various documents and electronic information.
- iii) Manage, organize, and update relevant data using database applications.
- iv) Communicate and provide information by relevant methods internally and externally to assist and enable organizational operations and effective service to connecting groups.
- v) Research and investigate information needed by Director to enable strategic decision-making by others.
- vi) Arrange and participate in meetings, conferences, and project team activities.
- vii) Approve decisions, requests, expenditure and recommendations on behalf of Director his absence, according to agreed guidelines, policies and budget.

Requirements: good writing skills needed, very computer literate, organized, flexible, and able to communicate in Spanish. Must raise support as missionary or be self-supported and have overseas travel insurance.

Job title: Mechanic

Location: La Vega, Dominican Republic

Dates: flexible dates, six months to one year commitment needed

Mechanic: The TEARS team is in need of a mechanic who can not only repair things as needed but also train others to do so as well. Requirements: Skilled gas engine mechanic willing to teach locals basic skills. Experience with Diesel engines would be great but not required.

Must raise support as missionary or be self-supported and have overseas travel insurance.

Job title: Multimedia Teacher

Location: La Vega, Dominican Republic

Dates: flexible dates

Multimedia teacher: We are seeking someone who can teach TEARS staff to create rich web sites, CD-Roms, DVDs or exhibition materials. As well as variety of storytelling tools, such as graphics, sound, video and animation. We will also need your help in creating advertising campaigns, marketing materials, online communities and internet systems. Strong creative skills combined with extensive knowledge of design software and programming languages such as ActionScript and dynamic (D) HTML are greatly helpful.

Must raise support as missionary or be self-supported and have overseas travel insurance.

Job title: School Support Staff

Location: La Vega, Dominican Republic

Dates: August 2009- June 2010

Support Staff: TEARS Christian School is in need someone with a servants heart who can do a little of everything; errands around town, organize school supplies and equipment, minor maintenance, and possibly help in the sports department. Some Spanish is needed.

Must raise support as missionary or be self-supported and have overseas travel insurance.

Job title: Soccer Coach

Location: La Vega, Dominican Republic

Dates: flexible dates, three months to one year commitment needed

Soccer coach: Soccer has become a popular sport in the Dominican Republic in the past few years and present coach in the barrio would like help training youth and adults how to develop their talents and use them for God's Glory. Requirements: Experience coaching or training soccer players, and a heart for children and youth.

Must raise support as missionary or be self-supported and have overseas travel insurance.

Job title: Team Coordinator Leader

Location: La Vega, Dominican Republic

Dates: flexible dates, two year commitment needed

Team Coordinator Assistant- We are seeking someone to help organize and guide short-term missions teams during the busy summer months. Their primary responsibilities would be keeping up regular communications with team leaders in North America, updating preparation information, and working with the local team leader to arrange all the logistics here. Requirements: Has either been a TEARS intern or has had missions experience, a people person, can communicate in Spanish, and a hard worker. Able to translate would be a plus.

Must raise support as missionary or be self-supported and have overseas travel insurance.

Job title: Writer/ Journalist

Location: La Vega, Dominican Republic

Dates: flexible dates, one year commitment needed

We are in need of a writer/ journalist to put our stories and things we've learned into books and short stories, as well as keeping our supporters updated. Typical work activities are likely to include some or all of the following:

- i) Conducting interviews with people either face to face, over the telephone or by email to put short and long stories together (past events, lessons learned, etc).
- ii) Using literary skills to spice up ministry training packets, as well as rewriting and adapting materials for alternative formats.
- iii) Writing short reports on different events that take place on site.
- iv) Updating our website, video content, Newsletters, brochures, etc.
- v) Creating new brochures, small books or short online stories, etc. that will give friends of the ministry a deeper understanding and connection to what God is doing here.

Requirements: good writing skills needed, computer literate, flexible, creative, and able to work independently. Some Spanish would be very helpful. Must raise support as missionary or be self-supported and have overseas travel insurance.

Job title: Youth Ministry Leaders

Location: La Vega, Dominican Republic

Dates: flexible dates, three month commitment minimum

Youth Ministry Leaders: El Camino Church leaders are looking for a couple who have had a lot of experience working with youth who are willing to come share their wisdom, ideas, and give encouragement to local leaders who want to start a youth ministry but don't know how.

Requirements: flexible, and have a big heart for youth. Some Spanish would be very helpful but not required. Must raise support as missionary or be self-supported and have overseas travel insurance.