



International Fellowship of Chaplains

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I.F.O.C.

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|---------------------------|--------------------------|-------------------------|---------------------|
| Job Title: | Virtual Leader | Team: | Corps Operations |
| Location: | United States | Travel Required: | Travel Not Required |
| Leadership: | Regional Commander Team | Leads: | Chaplains |
| Collaborates With: | Chaplains and leadership | | |

Applications Accepted by:

EMAIL:

Chaplains@ifoc.org

SUBJECT LINE: VIRTUAL LEADER

Job Description

ROLE AND RESPONSIBILITIES

As the I.F.O.C. continues to grow, the number of Chaplains who do not live in an area with a Corps is increasing. To help build relationships with all chaplains of the I.F.O.C. and to provide a chain of command across the organization, chaplains who are not in a corps will be placed into virtual groups loosely arranged by geographical region. A Virtual Leader will lead each virtual group.

The Virtual Leader is put in place to assist the chaplains, build relationships, help them feel connected, and be a point of contact for them. The goal is to foster relationships with all chaplains in the I.F.O.C.

ESSENTIAL FUNCTIONS

- Facilitate a monthly phone conference call or Zoom-style meeting with assigned Chaplains to build relationship and support with and for the Chaplains in the team. (Chaplains are not required to participate monthly, but the Virtual Leader should at least have some communication with each chaplain assigned to them to be aware of where they are serving).
- Be the first point of contact to help resolve any problems or challenges the Chaplains have.
- Attend the monthly Regional Commander’s meeting. Report to the Regional Commander monthly on meeting attendance, relevant activities and happenings with the chaplains in your group.
- To keep abreast of the happenings of the I.F.O.C. Chaplains/groups in their assigned region.
- Email out minutes of the monthly meetings to all Chaplains in the group to facilitate communication with everyone.

Qualifications and Education Requirements

- Must be a Licensed I.F.O.C. Chaplain
- Have good communication skills
- Proficient in conducting phone conferencing / zoom-style meetings.
- Proficient in sending emails.