

Director of Training

Job Description

Reports to: Chief of Staff

Hours: Full-time, Exempt

Location: Onsite or Hybrid Remote

Travel: <10%

Description: Biblical Counseling Center (BCC) is more than a traditional counseling center; we were established over 30 years ago to also serve as a training center. We offer training through online courses, live events, and publishing resources to help establish and strengthen the care abilities of individuals and churches. We partner with dozens of churches and thousands of individuals who desire to learn biblical counseling.

The Training Director will be responsible for leading the training team with administrative oversight and execution of these programs. The Training Director will also support the Executive Team by overseeing the day-to-day operations of the training staff and implementing systems that align with the Biblical Counseling Center's strategic vision.

Responsibilities include:

- Providing high-level administration and strategic guidance for the Biblical Counseling Training and Certification programs.
- Managing project details to ensure the successful launch of the Advanced Counselor Certificates and ongoing training initiatives.
- Overseeing and expanding the BCC Training Partnerships to address the needs of churches and counseling organizations throughout the world.
- Managing finances for the department, including budgeting, tracking revenue and expenses, achieving financial goals and projections, and approving purchases.
- Collaborating with the Executive Director on BCC marketing efforts to ensure effective communication of the mission of BCC.
- Evaluating and improving internal procedures so that the training team operates efficiently and promptly.

Qualifications:

- Agreement with and support of BCC's mission and core beliefs.
- Familiarity with ACBC and other similar Certification processes that work with our students.
- Ability to passionately and persuasively articulate the mission of our training to equip local churches.
- Willingness to receive candid and constructive feedback about performance and opportunities for growth.
- Demonstrates tact, discretion, and care in all communications; possesses a high comfort level with maintaining confidential information.
- Ability to maintain flexibility and discipline, with strong planning, organizational, and self-management skills.
- Ability to think through greater opportunity and potential while evaluating the structures of various programs.

Requirements:

- Bachelor's degree required; master's degree in theology or counseling preferred.
- Prefer ACBC or similar counseling certification.
- Effective written and verbal communication skills.
- Ability to enable and encourage others to be a part of special publishing projects.

Apply for this position at BiblicalCounselingCenter.org/employment