



## **POSITION DESCRIPTION**

**Date:** July 13, 2007

**Position Title:** Institute for Leadership Development (ILD) *Associate Director*

**Location:** Herat, Afghanistan

**Commitment:** January 2008 to June 2008 (1<sup>st</sup>); Aug 2008 to Dec 2008 (2<sup>nd</sup>). If the candidate can only commit to a single semester, the ILD will consider the applicant.

**Position Summary:** The Associate Director is the right hand of the ILD Director and leads accordingly. He might teach leadership courses but his primary role is assisting the Director in the day to day operations of the ILD which might include everything from course development to facilities management. When the Director is out of the country, the AD oversees all operations. The role is fully empowered.

### **Office 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.

### **Requirements:**

- 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 English,
- Knowledgeable in the MS Office products.
- Willing to remove all reasonable obstacles to effective communication.
- Proven attitudinal flexibility.

### **Compensation:**

Person will need to raise financial support.

### **Contact:**

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