



JOB DESCRIPTION

Radix (Online Learning Platform) Director

START: May 1, 2025

LOCATION: The primary location of work will be remote or in-person at 450 N Prince St, Lancaster PA.

AUTHORITY (COLLABORATIVE, SERVING LEADERSHIP):

The Radix Director functions with authority from the Mission Team Director.

RESOURCES FOR THE JOB

Resources delegated to the Radix Director include

1. Personal compensation and benefits package: FTE: 0.5%
2. Budgeted amounts for online training platform and content.
3. Additional training as needed.

ABOUT EMM AND LMC

EMM is a missions organization committed to catalyzing Jesus movements, especially among the unreached. LMC is a fellowship of anabaptist churches committed to being a Spirit-led movement to make disciples of Jesus. EMM and LMC have collaborated in creating the Radix platform to resource and develop missional leaders worldwide. The platform is designed to offer specific content that is tailored to equip and empower individuals committed to multiplying Jesus movements.

LIMITATIONS OF AUTHORITY

The limitations of authority for the Radix Director are determined by:

1. applicable civil laws - except those in contradiction to the Gospel
2. executive limitations policies (Cf: Board Policy Manual)
3. CAO employee handbook and all worker information manuals
4. the organization's strategic plans and priorities
5. limitations specific to the Radix Director position (departmental budget limitations)

**EASTERN MENNONITE MISSIONS (717)
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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 this position is to oversee all aspects of the online learning platform, ensuring continued growth, designing learning tracks for participants, vetting instructors and content, and evaluating the effectiveness of the courses.

AREAS OF RESPONSIBILITY

1. **Strategic Leadership:** Develop and implement strategic plans to enhance the overall performance and impact of the online learning platform. E (see key below)
2. **Content Management:** Supervise the creation, curation, and upkeep of top-quality educational materials across various subjects related to the EMM/LMC shared missional, movemental, scriptural, Anabaptist identity and incorporating progressive levels of learning. E
3. **Technology Integration:** Identify and implement innovative solutions to improve the functionality and user experience of the platform. E
4. **User Engagement:** Develop strategies to increase user engagement and retention, including personalized learning pathways, interactive features, and community-building initiatives. E
5. **Revenue generation:** Develop a plan to generate revenue through Radix either by a suggested donation or a set fee. E
6. **Quality Assurance:** Establish and maintain rigorous standards for content quality, instructional design, and pedagogical effectiveness. E
7. **Data Analysis:** Utilize data analytics and user feedback to monitor platform performance, identify areas for improvement, and make data-driven decisions. E
8. **Partnership Development:** Cultivate partnerships with educational institutions, LMC and EMM Global Partners, content providers, and other stakeholders to expand the reach and impact of the platform, especially internationally. E
9. **Collaboration:** Coordinate the work of instructional designers, content developers, translators, and other staff members responsible for platform operations. E

EXPECTATIONS OF RESPONSIBILITY

The expectations of the responsibility of the Radix Director 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 Radix Director is expected to display the organizational values 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 CAO staff, with volunteers, with program participants, with partner churches, and with other stakeholders.

A. MINISTRY COMMITMENTS

- Quarterly attendance at chapel. E
- Participation in team devotions/prayer times. E
- Displaying a Christ-centered life. E
- Commitment to integrate prayer into normal day-to-day work responsibilities. E
- Attendance at prayer and fasting/feasting and celebrating days. O
- All staff who are 50% FTE or more will participate in the two-week Launch training within two years of employment (preferably during the first year). E

B. CHURCH AFFILIATION

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

C. ATTENDANCE AT EVENTS

- All staff are expected to attend EMM corporate events and at least one session of the LMC Celebration of Church Life (CCL). Directors and staff who have roles connecting to LMC are expected to attend most of the sessions.

D. TRAVEL

- No travel is essential for this position, but there is the possibility of cross-cultural travel to engage with partners.

E. PHYSICAL

- This position requires that a person have sight and hearing. E

ACCOUNTABILITY

A. SUPERVISION/ACCOUNTABILITY

- The Radix Director will be supervised by and accountable to the Mission Team Director for performance and for compliance with the limitations of authority and expectations of responsibility.
- Accountability is mutual; the Mission Team Director is accountable to the Radix Director for providing the authorization, resources, affirmation, involvement, and servant leadership required for the successful realization of the job responsibilities.

B. WORKING RELATIONSHIPS

- This person will be part of the Mission Team and will also be working with:
 - The Radix team, which consists of staff persons from both LMC and EMM
 - Content providers
 - Partner organizations

QUALIFICATIONS

A. JOB EXPERIENCE

- This position requires a minimum of five years experience in education, online learning, educational technology or a related field. E
- This position requires experience with online learning platforms such as Kajabi, Go High Level, Google Classroom, etc. E

B. EDUCATION

- This position requires a bachelor's degree in Education, Instructional Design, Educational Technology or related field. E
- Masters or terminal degree preferred. O

C. LANGUAGE SKILLS

- This position requires fluency in speaking, writing, and reading English. E
- Fluency in a second language is preferred, especially Spanish. O

D. CROSS-CULTURAL EXPERIENCE

- This position requires six months to two years experience in another country/culture or extensive travel. E

E. PERSONALITY AND PERSONAL STRENGTHS

- Be detail-oriented E
- Excellent communication skills and the ability to collaborate and communicate effectively across cultures. E
- Have the ability to understand and the willingness to flow with strategy developed by others. E

F. OTHER

- Committed to working with EMM and LMC to support and fulfill the mission of Jesus Christ to make and equip disciples. E
- Able to affirm and support the Mennonite Confession of Faith. E
- Ability to lead and innovate in developing and managing online learning platforms or educational programs. E
- Strong understanding of instructional design principles, pedagogical best practices, and awareness of emerging trends in online education. E
- Ability to train and equip international leaders and openness to cross-cultural travel. E