

Regional Representatives for 2nd Generation Education Job Description

Position Title	<ul style="list-style-type: none"> • Regional Representative for 2nd Generation Education
Reports directly to whom	<ul style="list-style-type: none"> • Regional Director
Contact person for the Second Generation Department	<ul style="list-style-type: none"> • Mr. Takamitsu Sakuwa • Phone: 917-488-3061 • E-mail: sakuwa@worldcarp.org
Period	<ul style="list-style-type: none"> • One year (until December 31, 2005)
Overall responsibility	<ul style="list-style-type: none"> • Update communication between HQ (2nd Gen Dept.) and each region about 2nd Generation education
Key tasks and responsibilities	<ul style="list-style-type: none"> • Update youth minister database • Update 2nd Generation members' database • Report 2nd Generation workshop schedule to HQ (especially summer and winter workshop) • Prepare article/report about region's workshops and education situation • Report 2nd Generation education situation to HQ (Vision, structure, education contents, annual plan, etc)
Skills and attributes	<ul style="list-style-type: none"> • Basic communication skills • Basic MS Word /Excel knowledge • Basic E-mail knowledge • Basic organizational skills
Experience requirement	<ul style="list-style-type: none"> • 2nd Generation education experience • Member of Blessed Central Family