

Position: Global Missions Coordinator

Reports to: Global Missions Director

Supervises: Serve Staff

Hours: Part-Time (20 hours)

Purpose

To build a community that seeks to Glorify God by enabling the day-to-day operations of Global Mission Trips.

Education:

Associate's Degree preferred

Experience/Key Competencies

- 1+ years of administrative experience
- Strong communication skills both written and verbal
- Excellent organization, planning and prioritization skills
- Ability to build effective individual and team relationships
- Ability to perform several high priority tasks concurrently with ease, timeliness and professionalism
- Strong ability to manage multiple priorities, and meet deadlines
- Strong computer skills, proficient in Microsoft Outlook, Word and Excel and have the ability to learn and use new computer software
- Demonstrated ability to manage confidential and sensitive information with professionalism and discretion

Key Responsibilities

- Assist in management of administrative details of the Global Missions Director in day to day ministry.
- Plan meetings and events to include staff, trip leaders, and short-term team members
- Develop and oversee logistics process of global trips before, during and post-trip; ensure teams are built, travel preparations are successfully executed, proper documentation is maintained, communication is sustained with all necessary parties and monies are well managed.
- Create/write processes that can be replicated for future church locations
- Manage communication with trip leaders, mission volunteers, congregation, and partners to ensure high levels of touch, collaboration and follow-through; includes email, written and verbal communication.
- Use position to recruit and equip individuals to assist in administrative opportunities, processes and computer programs
- Serve as event coordinator for weekly programs, events, and trips

Measurements of Success

- Model the Church of Eleven22's mission, purpose, and core values.
- Create Disciple making disciples
- Represent Christ in relationships with outside parties and agencies