

## Missions Coordinator Job Description

JOB OVERVIEW	
<b>JOB TITLE</b>	Missions Coordinator
<b>DEPARTMENT</b>	Missions
<b>JOB GROUP</b>	
<b>REPORTS TO</b>	Director of Missions
<b>FLSA STATUS/EXEMPTION</b>	Full Time, Non- Exempt

MISSION OF THE POSITION
<p>The Missions Coordinator will equip and send the congregation into the community and the world to minister by providing key support to the management of our ministry partnerships and engagement opportunities, locally and globally. This position will work in a spirit of teamwork, respect, and trust with the Outreach staff as well as the rest of the FPC staff to develop a focused vision for our church's activity and ministry awareness outside the church building.</p>

ESSENTIAL DUTIES
<p><b>Event Planning/Support</b></p> <ol style="list-style-type: none"> <li>1. Establish a strong knowledge of FPC's ministry partnerships and focus areas, locally and globally, communicating their needs/opportunities to the congregation.</li> <li>2. Work with partners, alongside the director, to plan opportunities for engagement by our congregation and to provide support and encouragement to our partners.</li> <li>3. Provide support and coordination of mobilizing and engagement events, i.e., Mission Forum, partner visits, etc.</li> <li>4. Support and coordinate the annual Advent Missions Market.</li> </ol> <p><b>Administrative</b></p> <ol style="list-style-type: none"> <li>5. Provide logistical support for vision trips and mission trips, including managing and tracking timing of payments and uploading of trip participant data.</li> <li>6. Work with ministry partners and special guests on logistics/details of visits to FPC and manage details about vision and mission trips after initial contact and work has been done by Director.</li> <li>7. Submit purchase orders, budget allocations and support letter production, designated support allocations, etc. working with current financial systems.</li> <li>8. Update and maintain the Missions area of the FPC website, manage social media posts with upcoming opportunities to serve, work with Communications and update current and ongoing opportunities and promotions, etc.</li> <li>9. Administrative support for Ministry Investment Team and meetings, record keeping, partner applications, minutes, etc. Ability to work in Google, Excel, Intacct, Bill.com, etc.</li> </ol>

ADDITIONAL RESPONSIBILITIES
<ol style="list-style-type: none"> <li>10. Serve as point of contact for our ministry partners when the Director is not available and as needed.</li> <li>11. Support the Director of Missions with tasks and projects as needed.</li> <li>12. Perform all other duties as assigned.</li> </ol>

SUPERVISORY RESPONSIBILITIES
This position does not require any supervisory responsibilities.

COMPETENCIES	
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>• Background with cross-cultural and missions' training/engagement.</li> </ul>

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<b>CERTIFICATIONS &amp; LICENSES</b>	<ul style="list-style-type: none"> <li>No certification or licenses are required but Perspectives on the World Christian Movement or similar certification desired.</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>1+ years in a related coordinator or administrative role in a church, ministry or non-profit organization.</li> <li>Engagement in missions and serving in cross-cultural context.</li> <li>Experience multi-tasking and handling stressful events and demands.</li> <li>Proficient personal computer skills including electronic mail, social media, record keeping, database activity, work processing, Excel, spreadsheets, graphics, etc.</li> </ul>	
<b>TALENTS</b>	<ul style="list-style-type: none"> <li>Servant-hearted</li> <li>Heart to work with and help mobilize people to serve in ministry</li> <li>Professional Maturity</li> <li>Flexibility</li> <li>Self-starter</li> <li>Interpersonal Communication</li> </ul>	<ul style="list-style-type: none"> <li>Collaboration and Partnership</li> <li>Creativity and Problem Solving</li> <li>Detail Oriented</li> <li>Organization</li> <li>Integrity and Respect</li> <li>Accountability</li> <li>Encouragement</li> </ul>

### EMPLOYEE ACKNOWLEDGMENT

My signature below acknowledges that I have received, read and understand this job description, and that I am expected to consistently demonstrate the primary job duties, additional responsibilities and core competencies of the position with or without reasonable accommodation. Furthermore, I acknowledge that I may be expected to perform additional tasks and projects as assigned, and I agree to perform such tasks and projects, along with the primary duties of my job, in accordance with the performance standards and expectations set forth by the company.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date