



# Missions Coordinator

(A Volunteer Ministry Position)

## Personal Expectations:

The individual selected must embrace and be a willing public representative of the organization, promoting the organization personally, in a manner of gentleness, kindness, and humility. A volunteer for Step By Step Worldwide Ministries must display our core values at all times, presenting themselves as the ambassador of the organization.

## Character Traits:

The individual selected as the Missions Coordinator, must reflect the biblical values outlined in our statement of faith. In all areas of responsibility, the likeness of Christ must be imitated and demonstrated in word and deed. At all times the individual shall display the character and conduct of the Holy Spirit, exuding God's love and faithfulness to others.

## Qualifications/Experience/Abilities:

- Minimum (3) years Local and Global "on the mission field" missions experience including the leading of teams.
- Knowledge of and the ability to express the Gospel of the Jesus Christ to others with clarity.
- Working knowledge in word processing, email marketing, and social media platforms.
- Adequate level of written, oral, and interpersonal communication skills.
- Ability to lead and be an influence in motivating others for worldwide missions.
- Disciplined time management skills, a proactive mindset, and be self-motivated to lead teams to foreign lands.
- Dependable, faithful, an unwavering love for the Lord, missions focused, and passionate for the work at hand.

## General Description of Position:

The Missions Coordinator is responsible for all logistics, in planning, preparing, and coordinating, all aspects of foreign missions, team development and travel. They will be the leader of all teams going into the mission field.

## Mission Planning and Facilitation of Missions Strategies:

- Seek team members according to the giftings and skills needed for each foreign mission's purpose and plan.
- Develop and Coordinate plans of action according to organizational foreign mission strategies.
- Work and communicate with foreign nationals of host countries, in preparing time specific agendas, team accommodations, and relative costs for each trip.

## Preparedness and Team Building:

- Prepare time management schedule in the acquisition of travel documents for all mission team participants.
- At a minimum of (6) months before the scheduled mission trip, scheduled preparatory prayer meetings, must be held to build unity in the Spirit, and to instill cultural and spiritual values, in preparation for the mission field.
- Provide checklists of cultural, traditional, and personal prerequisites, in preparation for travel into foreign lands.

## Missions Trip Reviews and Results

- Work with the host country representative in the evaluation and reporting of missions' accomplishments.
- Prepare Team evaluations, mission assessments, detailed results, and present all to the Board of Directors.