

# Faithbridge Church



## POSITION DESCRIPTION

### Position Assignment:

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|--------------------------|-------------------------|
| ▪ <b>Title:</b>          | Missions Coordinator    |
| ▪ <b>Staff Grade:</b>    | Full-time Staff, Exempt |
| ▪ <b>Accountability:</b> | FSM Lead Director       |
| ▪ <b>Ministry/Dept.:</b> | FSM                     |

### Summary of Position:

The Missions Coordinator is responsible for mobilizing people on mission by managing travel needs, coordinating sites, building partnerships, soliciting bids, procuring, and monitoring the site logistics of Faithbridge. Logistics including site planning, ministry coordinating, securing reservations for airline, rental car, van, and international travel.

### Purpose:

To carry out the vision and of Faithbridge by support missions, coordination, and program needs while ministering to students, adults, families, and volunteer staff under the direction of the FSM Lead Director

### Duties & Responsibilities:

1. Operating site needs of the Faithbridge Student Mission (FSM), Faithbridge Church's mission program under the leadership of FSM Lead Director
2. Operate logistics and coordinate program arrangements across all sites
3. Participate in staff meetings
4. Minister to teams through Bible study, teaching and training, and spiritual care and direction
5. Minister to partners through spiritual care, support, and provision of spiritual resources in teams and materials
6. Communicate special needs to operations
7. Work and communicate with the FSM Lead Director in partnership with mission partners
8. Build relationships with ministry partners and develop sites
9. Dream about how to reach and develop students, adults, and families
10. Engage people in God's word and His Kingdom

**Skills and Educational Requirements:**

- ◆ Ability to communicate effectively, accurately, and in a timely manner, both verbally and in writing through a variety of platforms including face-to-face, phone, virtual conferencing, texting/messaging, email, presentations, and some social-media platforms.
- ◆ Experience in administrative and project planning tasks.
- ◆ Workplace software literacy such as with Microsoft Office suite of products, customer/client database programs, project planning software, presentation software.
- ◆ Proficiency in grammar, spelling and punctuation.
- ◆ Outstanding organizational skills with an ability to prioritize effectively.
- ◆ Careful attention to detail with high personal and professional standards.
- ◆ Able to pray with people as needed.
- ◆ Works well with others and has a teamwork mindset.
- ◆ Independent initiative and problem-solving skills.
- ◆ Some college credits preferred with a minimum of three years office experience.
- ◆ Ability to organize and maintain travel details for dozens of mission journeys
- ◆ Ability to negotiate bids from vendors and travel providers
- ◆ Ability to communicate effectively in speech and in writing

**Organization Relationship:**

This position shall be directly accountable to the FSM Lead Director, and through the FSM Lead Director to the Executive Pastor of Stewardship & NextGen Ministries. This position will have contact with students, parents, church attendees, paid staff, ministry partners, and outside vendors.

**Working Conditions:**

This is an hourly and full-time position (approximately 40 hours per week), with a regular weekly in-person schedule determined with the FSM Lead Director, along with some pre-approved Sunday, evening, and special event work. Attendance at seasonal ministry kick-off events (Ministry Expo) and large all-Faithbridge campus events will be required, including Christmas Eve and Easter.

1. Preparing and ministering: 40+ hours a week
2. Participating in events, meetings, trainings: as needed
3. Mission events: Kickoff Trainings, , Pine Cove weekends, Sendoff, and Celebration: as needed

4. Summer mission journeys: as needed
5. Weekends: as needed
6. Off-campus continuing education: as directed by supervisor

**Needed Attributes:**

Strong interpersonal skills, keen initiative, extremely detailed oriented, outstanding organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of administration, serving, creativity, leadership, and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

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Employee's Signature

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Date

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Print Name