

Global Outreach Coordinator

Employee Name:

Department: Global Outreach

Reports To: Pastor of Global Outreach

Exemption Status: Non-Exempt

FT/PT: Full Time (35 hrs)

Approved By: Rev. Mike Morgan

Approved Date: 11/2/2017

SUMMARY

Assist department head in organizing, planning, and coordinating group events and set schedules for major ministry events under the direction of the department head. Collaboratively provide direction to leaders of various groups and work to unify, simplify, and clarify communications while working many projects simultaneously. Where applicable, provide tools to develop and empower leaders to advance departmental goals in line with Bel Air Church's mission, vision, and values. Work with minimal direction from director and make some decisions independently. May require specialized knowledge, skills or training depending on specific roles and duties.

NON NEGOTIABLE:

- Live the Bel Air Church mission, vision, and values
- Highly collaborative, motivated, and team focused in a fast paced environment
- Emphasizes team, multiplies networks within the community, self-starter
- Works well in a learning, dynamic and constantly changing environment
- Not only brings problems, but participates in solving these problems
- Conceptually "gets" social media

MEASURABLES:

- Service orientation
- Judgement and problem solving
- Attendance, reliability, productivity, and quality of work
- Ability to build effective teams and healthy working relationships
- Leadership and mentorship
- Interpersonal communication
- Stewardship of Bel Air Church vision and resources

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction and supervision of the Outreach Pastor:

Outreach Department

- Working collaboratively, in a team environment, to achieve the yearly goals outlined by the Outreach Pastor.
- Coordinating the development of new resources for education & enrichment.
- Coordinating the setup, volunteers, communications, and execution of Global Outreach program initiatives (i.e. Global Outreach Sunday, Mission Team Sundays, Fundraising Opportunities, etc.)

Mission Team Leaders

- Assist the Pastor in the identification and choosing of mission team leaders.
- Coordinate, implement, and participate in ongoing **training** for mission **team leaders** - building relationships with an eye towards healthy global engagement & cross-cultural partnership relationships.
- Coordinate the development of a **yearly mission leader training workshop**.
- Empower team leaders to disciple and shepherd their team for the purpose of the discipleship of each team member.
- Organize departmental resources for use by mission team leaders.
- Coordinate dates in accordance with the strategic timeline for the training of team leaders.
- Gather feedback from all leaders and team members to be utilized in furthering the development of the mission team program.
- Coordinate the meeting and development of a Mission Lead Team, whose function is to help guide and execute new resources & strategies for congregational engagement, the training of mission leaders, and the overall development & execution of the program.

Mission Team Program

- Work with other departments, leaders, and groups, to incorporate “missional DNA” into the overall conversation of discipleship at Bel Air.
- Coordinate the incorporation of strategies and resources that promote each mission team serving as a discipleship environment where learning, listening, and loving are primary mission objectives.
- Coordinate team fundraising using Managed Missions software.
- Work with Outreach Pastor & Finance Department to look at current structural policies with an eye towards new opportunities to improve the clarity, efficiency, and impact of the Global Outreach Department.
- Coordinate and nurture strong communication with Bel Air’s global partners. Serve as one of the points of contact where Bel Air’s partners can experience a safe place to communicate honestly about mission team engagement, needs, and any concerns that might exist.
- Coordinate mission team member and leader engagement with partners when there are opportunities to come alongside and serve outside of the specific mission trips—ie: partner receptions, special fundraisers, arranging for volunteers to serve as welcome teams and host families for visiting partners
- Work with mission team leaders and global partners to organize budget for each trip.
- Oversee fundraising management for each team member and balance and expense reconciliation after the trip.

POSITION REQUIREMENTS

Qualifications: Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor’s degree in related field preferred; minimum six months’ administration/coordination experience; experience with global mission teams preferred.

Language Skills: Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write lengthy, professional correspondence. Ability to effectively communicate complex concepts in a clear and fluid manner in one-on-one and small group situations to stakeholders of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be able to coordinate within a budget.

Reasoning Ability: Ability to understanding and carry out detailed, complex conceptual, written or oral instructions. Ability to creatively and efficiently handle problems involving complex variables in varying situations using business acumen.

Computer Skills: Knowledge of Microsoft Applications with emphasis on Excel, Word, and Outlook.

Other Skills: Must be highly organized and responsible. Must have a solid missiology and healthy approach to global engagement. Must have a healthy understanding of the larger church dynamic and be willing and able to coordinate and empower others into ministry.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to touch, handle, or feel. The employee is occasionally required to stand and walk, bend, and lift files. This employee will routinely be required to use standard office equipment, such as computers, telephones, photocopiers, fax machines, scanners, and filing cabinets.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates in a clerical, office setting. The noise level and temperature are consistent with a standard office environment.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____