

PRIMARY OBJECTIVES

The Missions Coordinator focuses on communication and coordination for both Local and Global Missions, Equipping Volunteers, Team paperwork and correspondence, promotes short term mission trips, Local and Global events, and Coordinates volunteers for local initiatives. The Missions Coordinator clearly understands the vision of how local and global mission work is done in and through Village Church.

Reports to: Director of Local & Global Mission

DEMONSTRATED QUALITIES

The Global/Local Mission Coordinator demonstrates these characteristics.

- Fulfill the character qualification of a deacon as taught by the Scriptures.
- Philosophical alignment with Village Church leadership.
- Global Missions Experience (Long or Short Term)
- International Travel Experience
- Ability to work individually or with a team
- Administrative Experience
- Strong attention to detail while managing multiple projects
- Communicates well and thrives in a rapid pace environment with the ability to prioritize.
- Microsoft Software Suite
- Comfortable speaking to groups/teams.
- Customer Service Experience
- Community Service Experience an asset
- Adobe Photoshop and InDesign an asset
- Personable, welcoming and knowledgeable about Village Church.

RESPONSIBILITIES

Global

- Help develop volunteers and leaders (5%)
- Create appropriate documentation for country orientations, processes etc... (5%)
- Coordinate Itinerary for short-term teams (10%)
 - Application and document processing
 - Update Web Platform/Focus Missions
 - Travel and Itinerary planning
 - Visa, Customs and security precheck
 - Follow up with team leader(s) to ensure process is being done
 - Respond to general inquiries from team members regarding Village Process etc.
- Lead a short term team annually (2-3 weeks)
- Provide Support to Volunteer Communications Team and Village Comms Dept. (5%)
- Help to continually improve training and Village Global & Local processes (5%)
- Help with evening/weekend Information meetings (10%)

- Sunday service lobby engagement (5%)
- Project Development and Donor Care (5%)
- Ongoing communication, updates, reporting and support to Global/Local Mission Director

Local

- Coordinate local volunteer opportunities (10%)
 - Update orientations & Training for new volunteers
 - Update web platform
 - Follow up with volunteer scheduled commitments
 - Criminal Record checks and document requirements
- Help equip volunteers to lead and run local opportunities (15%)
- Connect Integration – ensure forms, sign ups and groups are set up and functioning (10%)
- Help plan and run local community events (5%)
- Work with Village Communications to promote/report on Local Missions (5%)
- Help with evening/weekend Information meetings (5%)
- Ongoing communication, updates and reporting to Global/Local Mission Director

General

- Takes ownership of inviting new people to serve on a regular (weekly) basis - and then teaching other volunteers how to do the same
- Committed to thanking at least one volunteer on a weekly basis - written card, email, text, phone call, etc
- Intentional in pursuing relationships with unchurched people - connecting with them, invitations to events, inviting to Sunday services, etc

KEY RESULTS

- Increased communication frequency of Village Global and Local involvement
- Ability to engage people in Village Church to become equipped and committed volunteers.
- Further efficiency in training through documentation
- Integrate Missions opportunities with current systems/database
- Followthrough on all volunteer commitments
- Increased Donor/Missionary Care
- Increased Capacity for Missions Director and Ministry fluency while overseas
- Team is healthy
- People are connected and feel cared for
- People continue to grow and become Christ-like disciples and disciple-makers

WORK WEEK

- Full time, 40 hrs/week
- Annual travel, 2-3 weeks