

**Job Title:** Coordinator 1, Global Outreach**Reports to:** Pastor, Global Outreach**Employment Status:** Full-time (40+ hours)**Staff Classification:** Ministerial**Sunday Hours:** As Requested**Compensation Basis:** Exempt

**Job Purpose:** To provide spiritual direction, management assistance, and general oversight within the Global Outreach Ministry (particularly in regard to Missionary (Goer) Care ministries/leaders), accomplishing all tasks and activities with excellence.

**Duties:**

## Goer Care

- Serve as front line face, voice, and advocate for GBC Goers
- Coordinate candidacy process with GO Board, Candidacy Team, and potential goers
- Oversee and grow lay-led ministry to Goers via Regional Care Facilitators, Hands and Feet Team, etc.
- Manage communication (regarding visits and housing) with missionaries/facilitators
- Oversee GO Administrator in Goer Care tasks: visits, houses, communication, etc.
- Coordinate special projects (GO Christmas, EOY Gifts, etc.)
- Lead and/or participate in Care Trips/Teams as needed and available
- Liaison with Finance department regarding STINT and Long-term financial transactions
- Coordinate onboarding process for new Goers
- Coordinate replies to Goers' annual reports and distribute results to appropriate leaders

## Campus Engagement

- Manage resources to develop and implement "Recruitment to Return Pipeline" strategy-comprehensive mobilization model for Global Outreach, alongside GO Pastor
- Maintain the "operational" focus for implementation of vision into reality
- Provide managing oversight to the system-wide structure of Short Term Trips, ensuring that processes work smoothly and problems are solved; oversee Administrator, alongside GO Pastor
- Manage overall communications and marketing through website and newsletter to create a cohesive message from GO Department, in coordination with GO Pastor
- Coordinate ST trips alongside campuses and departments

## Global Outreach General

- Serve on Global Outreach Board to ensure quality assessment and support of missionaries according to established strategic priorities
- With other Outreach and Operations staff, design and implement systems for more efficient and effective administration and training for adult teams
- Oversee staff and volunteers responsible for trip administration
- Assist on the Big Giveaway team, as needed
- Mentor and coach select Global Outreach Fellows
- Serve on teams, as needed

## Miscellaneous

- Attend and participate in all required meetings (Department, Campus, etc.)
- Attend and help, as necessary, with ministry events and services

## General Ministerial Duties

- Model Grace Bible Church's mission, vision, values and a lifestyle of personal discipleship at work and in the community
- Grow continually in a relationship with God and in the knowledge of His Word
- Engage in accountability with fellow staff and other believers via small groups, all staff prayer meetings, weekly devotionals, etc.
- As requested, provide ministerial support and care for the church body and staff (including prayer, devotionals, accountability, assisting at funerals and other ministry events, etc.)

**Qualifications:**

- Known to be growing in the strong Christian character of an Elder (1 Tim. 3; Titus 1) including healthy marriage/family, as applicable
- Bachelor's Degree or equivalent combination of education and experience
- Minimum 6 years' experience in general ministry leadership preferred
- Minimum 4 years' (2 years full-time) experience in this/related field strongly preferred
- Recognized leadership abilities with a teachable spirit
- Developing ability to effectively lead a team toward quality decision-making and implementation of vision
- Able to mentor and train staff and ministry leaders, including encouragement and constructive criticism
- Minimum 2 years professional systems/team management experience
- Experienced in personal discipleship
- Effective interpersonal and relational skills
- GBC Church member (as soon as practical after joining staff)
- Theological perspective that is grace-oriented
- Committed to the Constitution, Doctrinal Statement, Mission, Values, and Vision

See GBC Human Resources Policy for further information  
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