



Extend Global

Extending God's Kingdom
Through Short-Term Missions

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Job Description

Job Title: Teams Coordinator

Reports to: Extend Global President, Director of Mobilization

Reported to by: Interns, Appropriate Volunteers

Job Summary

The Teams Coordinator is responsible for arranging, training and leading teams for Extend Global outreach opportunities both internationally and domestically.

Position Status

This is a full-time, 40 HPW, financial support raising position. It is required that 100% of the mutually determined salary, as approved by Extend Global's Board of Directors, must be raised by the incumbent. Beyond the salary needs of the incumbent, an additional 5% must be raised to help perpetuate the ministry. Participating on mission outreaches does not require additional support raising.

Essential Functions and Percentage of Time Allocation

1. Logistic Preparation

- a. Work with the Director of Mobilization in creating and organizing an outreach team after a commitment is made on behalf of the party in question. (10%)
- b. Facilitate regular communication with EG ministry partners. (5%)
- c. Make ministry arrangements for outreach projects. For example, creating a mutually agreed upon ministry schedule for each project. (10%)
- d. Make food, lodging and travel arrangements for outreaches. For example, researching and booking hotels and airline tickets. (10%)
- e. Carry out a variety of responsibilities that may arise from time to time depending on current needs within the ministry. (2%)

2. Team Training

- a. Teach teams and team members the Biblical/Theological foundation for missions. (10%)
- b. Equip teams and team members with the ministry tools needed to carry out the purpose of each specific outreach project. (10%)
- c. Equip teams and team members with the cultural tools needed to function and minister in the context of each outreach project. (10%)

- d. Foster and develop team dynamics and unity. (5%)
 - e. Prepare teams and team members to face the security and logistic challenges of ministering internationally. (8%)
- 3. Outreach Leader**
- a. Accompany approximately 4-6 outreach teams per year, enabling them logistically during a project of 10-28 days in length. (5%)
 - b. Provide leadership and guidance in completing ministry tasks on and throughout an outreach project. (5%)
 - c. Foster an environment of safety and spiritual growth for team members during an outreach project. (5%)
 - d. Guide teams and team members in processing and applying what they have learned as the project comes to a close and they reenter daily life back home. (5%)

Qualifications

➤ Education and Experience

The nature of this position requires previous experience in both international travel and discipleship. Also, there is a great need for a strong foundation in the Biblical basis and strategic methodology of missions.

Required: High school diploma, a history of fundraising, significant experience in short-term missions, significant experience working with people of various cultural backgrounds, two years of experience in some leadership capacity, a thorough Biblical/cultural foundation of missions

Preferred: Bachelors Degree in missions/ministry or related fields, personal experience in long-term missions, graduate of *Perspectives on the World Christian Movement*

➤ Equipment

The incumbent must have the ability to learn and operate various forms of electronic equipment and/or software for the purpose of communication.

Required: Microsoft Office programs (Word, Excel, PowerPoint)

Preferred: Mac programs (Keynote, Pages, Numbers)

➤ Employee Characteristics and Working Conditions

The incumbent is placed in authority over teams and is responsible for the welfare of said teams. This must not be taken lightly. Therefore a humble and accountable character must accompany the incumbent.

Required: Actively growing follower of Christ, passion for and commitment to the Great Commission, ability to communicate well with people of various backgrounds and cultures, highly organized, ability to manage projects, relational, works well with others, instills confidence in others, servant minded

Preferred: Ability to delegate power and responsibilities in a team context, passion for discipleship, reliable, self-motivated, positive attitude

➤ **Physical Requirements**

This is an extremely physically active position. The incumbent must be able to sit, stand, and/or walk for long periods of time as international travel and ministry can be taxing. The incumbent must also be able to lift and exert force up to 50 lbs.