

SUPPORT AND DEVELOPMENT GLOBAL OUTREACH COORDINATOR

REPORTS TO: OUTREACH PASTOR

RELATES CLOSELY WITH: CAMPUS PASTORS AND STAFF, S & D DIRECTORS, STAFF, AND VOLUNTEERS

CLASSIFICATION: PART-TIME//HOURLY (APPROX 25 HOURS PER WEEK)

The Global Outreach Coordinator is responsible for supporting Flatirons established international missions partnerships and promoting opportunities for the church to engage with these partners in a tangible way. This role includes occasional weekend and evening hours.

PERSONAL QUALIFICATIONS

- Submits their life to God and the authority of His Word.
- Understands and supports Flatiron's vision and values and how these inform engagement with international organizations; uses vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Uses humor to connect with people and is a relational team-player.

PROFESSIONAL QUALIFICATIONS

- Experience with international missions' organizations and a passion for the Biblical foundation of global outreach.
- 3+ years of experience in vocational ministry of the local church.
- Proven success with project management and detailed logistical coordination.
- Ability to manage multiple projects and deadlines with ease.
- Personal involvement with one or more international partners as a part of a short-term team is recommended.
- Participation on one or more short-term teams with Flatirons is recommended.

PRIMARY RESPONSIBILITIES

- Design short-term team journeys in collaboration with the Outreach Pastor, international partners, and Campus Pastors.
- Manage the recruitment, preparation and debrief process for short-term teams, including overseeing trainings, fundraising and travel logistics and coordinating/attending team meetings.
- Equip and support short-term trip leaders in the preparation, travel and debrief process.
- Consistent evaluation of the short-term trip training process to enrich the resources provided.
- Manage special projects of the Global Outreach Department that engage the church in global missions.
- Supporting and investing in relationship with current Global Outreach Partners.
- Other duties as assigned.

