

# Global Missions Operations Coordinator

Cherry Hills  
Community Church

## GLOBAL MISSIONS OPERATIONS COORDINATOR

The Global Missions Operations Coordinator is responsible for developing the Global Missions program for the church in alignment with the overall Missions & Outreach strategy; communicating the function of this ministry to global mission teams and short-term mission volunteers; recruiting and training short-term mission volunteers for deployment on mission trips; ensuring operational effectiveness for Global Short Term Missions; and providing administrative support and budgetary oversight for the Global Missions Ministry.

## RESPONSIBILITIES

### **Assist Missions and Operations Director in Development of a Strategic, Unified Approach in Global Missions**

- Participate in assessing and developing a unified vision for Global Missions, including the global mission home teams, international church partners and para-church and non-profit ministry partners
- Assist in developing and providing ongoing updates of a one, three and five-year strategic plan
- Identify and prioritize Short Term Mission strategies in alignment with global mission strategies
- Identify resources both inside and outside the church that can be mobilized to meet key needs

### **Develop and Lead a Highly Relational Global Short Term Mission Program to Share the Love of Christ with the Unchurched and Under-resourced in Global Mission Fields**

- Serve as the primary owner of the Short-Term Mission program, recruiting, equipping and resourcing an inspired team of volunteers to advance Cherry Hills' global mission, vision, and strategies
- Explore and evaluate new short-term mission in conjunction with global mission strategies and objectives
- Develop and lead a growing, flourishing Short-Term Leadership program

### **Communicate the Purpose of the Global Missions Program in an Inspiring Way**

### **Provide Administrative Oversight of Global Missions Ministries**

### **Ensure Accurate and Timely Response to all Communication Requests**

### **Model Servant Leadership and Exhibit a Helpful, Joyful Attitude**

### **Demonstrate a Commitment to Growth**

- Apply training and feedback from the Missions & Outreach Director
- Attend department meetings and All-Staff meetings

### **Model a Growing and Vibrant Relationship with Christ**

- Manifest the fruit of the spirit in work habits and relationships
- Pursue spiritual growth through community and a consistent, fruitful devotional life
- Reflect Christ's heart for reaching spiritually lost people

### **Demonstrate Commitment to Cherry Hills Community Church**

- Pursue church membership and uphold the four commitments of active membership
- Join and be a regular, active participant in a Section Community
- Serve at church-wide, all-hands-on-deck events
- Accept and uphold CHCC's Essentials of Our Faith

**POSITION TYPE:** Part-Time, 28 hours, Exempt