

Global Missions Operations Coordinator



GLOBAL MISSIONS OPERATIONS COORDINATOR ROLE DESCRIPTION

The Global Missions Operations Coordinator supports CHCC's vision of being a church where love is extended out in mission by communicating the function of Global Missions to global mission teams and short-term mission volunteers; by recruiting and training short-term mission volunteers for deployment on mission trips; by ensuring operational effectiveness for Global Short-Term Missions; and by providing administrative support and budgetary oversight for the Global Missions Ministry.

RESPONSIBILITIES

Support the Development of a Strategic, Unified Approach in Global Missions

- Participate in developing a unified vision for Global Missions
- Update the one, three and five-year strategic plan for Global Missions
- Identify and prioritize Short Term Mission strategies (aligned with Global strategies)
- Identify resources (human, financial, prayer, etc.) 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

- Serve as the primary owner of the Short-Term Mission program
- Explore and evaluate new short-term mission fields
- Develop and lead a growing and flourishing Short-Term Leadership program

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

- Support the Missions & Operations Director in developing communication plans to share the stories of global missions through written and electronic media
- Participate in the planning, development and execution of Missions and Outreach church-wide events including leadership of the annual Short-Term Missions Expo

Provide Administrative Oversight of Global Missions Ministries

- Manage and maintain a highly effective online missions volunteer management system
- Manage the daily operations of global Short-Term Missions Ministry
- Execute logistical and administrative responsibilities for Global Missions

Ensure Accurate and Timely Response to all Communication Requests

- Manage email, voicemail and communication requests in a timely, thorough manner
- Set interview appointments, share about area resources and answer questions
- Build trust by maintaining confidence of information
- Respond to all requests with professionalism, discretion and service-orientation

Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership
- Accept and uphold CHCC's Essentials of Our Faith

POSITION TYPE: Part-Time; Exempt

HOURS PER WEEK: 24