



Missions Program Coordinator

Experience Mission

Job Type: Spring/Summer Missions Program Coordinator

Location: EM Mission Trip Communities

Compensation: \$200/wk, with opportunity to fundraise

Responsibilities: Missions Program Coordinators serve on a team of 3-4 leaders, coordinating and implementing all aspects of short-term mission trips in their given community. All responsibilities listed below are shared between this Leadership Staff team, split up into 3 distinct roles*. Some may be shared by more than one staff member. The 3 roles are:

- **Trip Coordinator**
- **Construction Coordinator**
- **Outreach Coordinator**

**Experience Mission will assign specific staff roles based on the qualifications of the applicants. Roles will be discussed in further detail during training.*

Responsibilities

Community Partnerships & Relationships

Represent EM's missions philosophies within your community of service:

- Engage in and building relationships with EM Community Partners and local community members
- Invest in learning about the culture and history of the community
- Serve as a liaison between visiting teams and our Community Partners
- Build intentional relationships with team leaders and team members
- Build community within your staff team

Practical Details

Represent EM's standards of excellence by being well prepared for all aspects of the trip prior to the teams' arrival.

Logistics

- Help facilitate the logistics surrounding all outreach opportunities
- Assist teams in preparation for outreach opportunities
- Work with Community Partners to select work projects for mission trip teams
- Prepare the details for construction sites (including shopping for materials)
- Have backup plans in place for when things fall through

Hospitality

- Grocery shop for meals (shopping details provided)
- Meal preparation (menu and cooking manual provided)
- Maintain a clean and friendly housing facility

Spiritual Leadership

- Lead morning prayer / daily send-off for teams
- Facilitate Evening Gathering, a time of devotion and debriefing (materials provided)

Engagement

- Make pre-trip calls to team leaders 1-2 weeks in advance to cover details
- Greet teams in a personable and attentive manner when they arrive
- Facilitate daily team leader meetings

Administrative

- Manage a weekly budget
- Record weekly receipts and trip impact data
- Create and manage a weekly schedule
- Create blog posts and update community-specific social media postings

To apply, complete and submit an application at [experiencemission.org/missions-program-coordinator](https://www.experiencemission.org/missions-program-coordinator)