

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48065

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Position Title:	Short-Term Missions Coordinator
Department:	Missions
Campus:	Central
Date:	May 2021
Supervisor:	Director of Outreach Programs
FSLA Status:	Exempt

Position Profile:

The Short-Term Missions Coordinator is a member of Woodside's Global and Local Outreach Team and serves under the direction of the Director of Outreach Programs. The role is designed to support the vision, mission, and purpose of Woodside by overseeing the direction and implementation of our short-term mission trips, vision trips, and mobilization teams.

Skill Set:

- **Strong Leader:** Spiritually gifted in leadership, discernment, and shepherding, with strong interpersonal skills. Ability to build, lead and maintain relationships (volunteers, staff, and global Hosts), while building a culture of trust, facilitating cross-cultural relationships, and understanding team and ministry dynamics.
- **Influencer and Motivator:** Ability to cast vision and inspire people around the vision and strategy for mobilizing Woodside volunteers globally.
- **Personality:** A personable demeanor and engaging personality; outgoing, relational, and positive.
- **High Capacity:** Self-motivated; systematic; works well corporately and independently. Strong project management and leadership skills with a proven ability to influence people and build consensus among all levels of the organization. Ability to problem solve complex issues by breaking them down and identifying next steps. Adaptability to change; able to navigate uncertainty and work independently that is balanced with taking direction and guidance.
- **Spiritual Leadership:** Demonstrates a personal relationship with Jesus that enables them to disciple and encourage others. Maintains a teachable spirit and is confident in Christ but is aware of weaknesses and brokenness. Committed to living out their faith in community with others and serving at their campus.

Competencies:

- Servant Leadership
- Creating and Maintaining Networks
- Demonstrating self-insight and awareness
- Building and supporting Teams
- Maintaining Objectivity
- Acting as a champion for change
- Problem solving/analysis
- Accepting Responsibility
- Adaptability/Flexibility
- Following Policies and Procedures
- Integrity/Ethics
- Interacting with People at Different Levels
- Interpersonal Skills
- Maintaining Objectivity
- Problem Solving and Analysis

- Project Management
- Serving Others
- Teamwork

Experience Qualifications:

- Must meet leadership qualifications stated in the Woodside Bible Church bylaws and be experienced in the leadership of others to accomplish a common purpose.
- At least one (1) year of leadership in various areas of ministry within a church or global missions organization.
- Experienced in using Microsoft Office Suite: Word, Publisher, Excel, Power-Point.
- Ability to plan and manage details of various projects at the same time.
- Demonstrates a dependence on God, humility, and models personal integrity.
- Genuinely values people from a wide spectrum of socio-economic/ethnic backgrounds and help others to do the same.

Duties and Responsibilities:

- Coordinate the planning and execution for all of Woodside's short-term trips including communications (participants, leaders, and ministry hosts), trip logistics (tickets, budgets, accommodations, transportation, adherence to trip policies, insurance, visas, registering with STEP, etc.) reporting, and evaluation of each trip.
- Assist in the recruiting and training of short-term mission trip leaders that have the vision to disciple participants and create healthy teams.
- Meet regularly with trip leaders to discuss trip progress and resolve open issues.
- Partner with trip leaders to coordinate the implementation of participant training.
- Record and maintain an emergency response strategy for all short-term mission teams, vision trips, and mobilization teams.
- Create and maintain a risk assessment profile for all trip locations and countries.
- Work with the Communications team to create promotional materials and set up new trips on website (information, registration, online giving).
- Provide financial management and accountability for trip donations and account reconciliation.
- Responsible to be on-call and work remotely as needed when short-term mission teams are in the field.
- Assist the local and global outreach teams with church-wide initiatives and events.

Spiritual Responsibilities:

- Ensures that all actions performed within the context of this job position accomplishes and furthers the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach).
- Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church.
- Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church.

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment. This is a full-time, salaried, exempt position, which includes weekend and evening responsibilities as needed.

PROPOSED REVIEWED BY	DATE
APPROVED BY	DATE