



Missions Coordinator

Job Purpose

The primary purpose of the **Missions Coordinator** is to assist in the efforts of church mobilization, mission team preparation, trip management, marketing, and all other details associated with short-term and mid-term mobilization through Servant Life. This role will have to be a self-starter, dynamic, good steward of resources, and willing to carry out all roles (small and large) with excellence as we seek to mobilize and equip churches for mission. This position will play an important part in the trip experience as you interact directly with churches and leaders, and good communication and leadership skills are essential.

Essential Responsibilities

The following components are the responsibilities of the Missions Coordinator:

- Be a Minister
- Serve churches as it relates to all things Servant Life
- Work with Director (Bradley Isbell) to assist with communication and preparation of registered churches
- Work with the Director to execute ongoing social media accounts and marketing efforts through e-mail and print pieces
- Help with any needs on website, online Prep Center, and FileMaker (CRM) information such as dates, details, and descriptions
- Prepare and ship trip boxes with t-shirts, devotionals, and insurance for mission teams
- Fulfill online store orders
- Serve churches by answering online chats
- Serve potential church relationships through online social media groups
- Work with the Director to build and maintain relationships with missionary partners around the world
- Assist with the A1eight Project, including applications, interviews, recruiting, training weekend, summer management, and follow-up
- Assist the Servant Life team with various annual projects such as end-of-year fundraising, board meetings, partner camp launch, and trade shows
- Be familiar with Servant Life trips and be available to help with incoming phone calls
- Manage assigned boxes of responsibility and other assigned tasks

Qualifications + Requirements

Qualifications include:

- Bachelor's degree or higher in associated field of study
- 2+ years of industry experience
- Excellent writing skills
- Clear and effective communication skills, both orally and in writing
- Effective leadership skills & proven experience
- Proficient at multitasking
- Able to work in groups and individually
- Able to work in a fast-paced environment
- Familiarity with programs such as Canva, MailChimp, etc.
- Possess great organizational skills
- Ability to lead high customer service experience

Requirements & Benefits include:

- Monday – Friday from our office in Hoover, Alabama.
- 40 hours Per Week
- Hourly

Core Values

- At Servant Life, our guiding values help focus our efforts. This role will need to understand and affirm Servant Life's core values and must themselves be aligned accordingly:
- **Gospel-Centered Ministry** – Only the good news of Jesus ultimately has the power to save people from their sin and lead them to a life of hope and freedom. We select mission partners based on their commitment to Scripture, Gospel-centered ministry, and the opportunity for students to be able to share the good news of Jesus with the world.
- **Long-Term, Church-Centered Strategies** – Short-term mission trips must happen within a long-term ministry strategy. In order to see true discipleship, the relationships that are formed during trips must continue past the 6-10 days that participants are on the ground. Short-term trips should be a catalyst toward long-term ministry.
- **Relationally-Focused Approach** – Ministry happens best within the context of relationships. Our goal is to provide mission experiences that allow teams to have extensive, saturated time to build relationships with those they are serving.

Direct Reports

Direct leadership will fall under the Servant Life Director (Bradley Isbell) and Executive Director (J. Roger Davis).

The above statements are intended to describe the essential functions of this job. It may be necessary for this position to perform other tasks and adopt along the way. In this event, there will always be discussion and clear expectations.