

Reach Coordinator Part Time (25 hrs/week)



Role Overview

The Reach Coordinator position is an individual who embodies the CTR heart for missions and is directly engaged in cultivating and sustaining global and local missions. Specifically, this role looks to cultivate and sustain missions at CTR through: (a) trip coordination and training (b) mission communication, and (c) reach administration. Direct report to the Reach Director and is a member of the Reach Team.

Qualifications

- Heart and passion to see others follow Jesus, be changed by Jesus, and commit to the mission of Jesus
- A member in good standing and regular attender at CTR who exhibits the character of Christ in all spheres of life
- BA or MA degree preferred in Global Studies, Intercultural Studies or equivalent work experience
- Skilled at the Microsoft Office suite of software, database management, and website management
- Excellent verbal and written communication skills
- Personal cross-cultural and missions experience
- Ability to equip volunteer leaders and direct their work related to mission trips

Responsibilities

- Short-Term Trip Coordination
 - Coordinate trip details with trip leaders
 - Schedule trip informational meetings
 - Submit visa requests, visas, protocol notices, and STEP forms for teams
 - Organize and purchase flights
- Coordination & Administration
 - Edit monthly prayer requests
 - Plan and oversee events
 - Administer CTR database related to Reach
- Communication
 - Assist Reach Director with communication plan
 - Manage website information and blog posts on WordPress
 - Submit promotion requests (schedule pulpit announcements / story sharing/bulletin inserts)
 - Oversee Reach FB content
 - Edit reach communication
 - Take and distribute minutes
- Reach Director Support
 - Provide administrative support to Reach Director
 - Collaborate on new Reach initiatives & projects
 - Provide support for local outreaches
 - Provide support for Reach classes

Availability 25 hours per week. Flexible scheduling based on the needs of the church. Office hours to be determined in conjunction with the Reach Director.

Required Meetings Church Staff Meetings & Training, Reach Team Meetings, NFI Board Meetings, Global Mission Team Meetings, and coaching.

Application Instructions:

Visit our website to complete the on-line application www.christtherock.org
or contact Jennifer Schmalz at jschmalz@christtherock.org