

Reach Coordinator Part Time (25 hrs/week)



Role Overview

The Reach Trip 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 Christian education 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

- **Oversee Short-Term Trips**
 - Lead Trips
 - Lead trip trainings & debriefs
 - Equip trip leaders
 - Plan trip informational meetings
 - Pre-trip processing
 - Organize and purchase flights
- **Local Outreach Volunteer Coordinator**
 - Organize and lead volunteers for local outreaches
 - Oversee and plan local outreach events with local CTR partners (in collaboration with Reach Director)
 - Provide volunteers teaching & training for events and outreaches
- **Coordination & Administration**
 - Develop & implement communication plan
 - Collaborate with service planning for outreach communication
 - Edit monthly prayer requests
 - 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
 - Coordinator role for Perspectives Class in the Fox Valley

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**