



Job Title: Mission Coordinator

Reports To: Director of Adult Discipleship and Care

Status: Part Time 20-24 hrs./wk FLSA: Non-Exempt

Core Value Commitment: All employees will be actively engaged in fulfilling the Mission and Vision of Bethany Lutheran Church. Employees will work on creating an inspirational culture by demonstrating Bethany's values in the work they do every day.

Job Summary

The Mission Coordinator is responsible for assisting the Director in administering and executing outreach programs and partnerships enabling the Bethany Faith Family to carry forward our vision to "bless" others in the name of Jesus. Supports a culture of service and compassion to those outside our faith community.

Essential Job Function:

1. Lead, organize and execute Bethany's international programs and annual group trips, including onboarding and debriefing volunteers.
2. Coordinate local adult service opportunities, events, and ministries as needed.
3. Plan, organize, and execute mission "Gala" fundraiser event.
4. Manage and track volunteer hours and mission financial accounts and prepare reports as needed.
5. Coordinate mission ministry's communications
6. Help recruit, manage coach and care for all mission servants and leaders.

Knowledge, Skills and Abilities:

- Knowledge of fundamental Lutheran beliefs
- Proficient Microsoft office skills
- Project management and organizational skills
- Strong writing and verbal communication skills
- Skill in time management and attention to detail
- Ability to recruit train and support volunteers
- Ability to be a team player who can work effectively with others

Education and Experience:

Bachelor's Degree in Pastoral Ministry, Social Services, Community Development or related field. Experience can be substituted for Education. Must have a minimum of one (1) year in a mission and/or outreach position. Must have an active church membership.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing mission of the congregation.

Employee Signature

Date

Administrative Signature

Date