



## ***Missions Coordinator***

Do you have a passion for living every day as God's representative in the world? Do you understand there is more that we are called to do as the church body? Do you have the heart for offering encouragement, support, love and compassion to people?

### **Overview:**

This position is responsible for coordinating mission activities at local, national and international level while encouraging a culture focused on best missional practices

### **Key Attributes:**

- **Recruiter.** Will develop relationships and be a developer of people for leadership
- **Organizer.** Possess strong attention to detail and ability to work with Office applications and database systems.
- **Motivated.** Have ability to prioritize tasks in a fast paced, high expectation environment.
- **Positive.** Enjoy new challenges and can work with a variety of personalities.
- **Self-Starter.** Have a strong work ethic and the ability to initiate ministry programming.
- **Knowledge.** Prefer a Bachelor Degree with a solid understanding of missional principles.
- **Loves Jesus.** Have a strong spiritual commitment and a member of St. John or willingness to join.

### **Hours:**

Part time position working 28 hours per week with 4 office days per week. Occasional nights and weekends are required.

### **To Apply:**

Interested candidates should submit a resume and answer the following questions in a cover letter:

- Why do you want to work for St. John Church?
- How does your work experience fit with this position?

Send to [tdunn@stjstl.net](mailto:tdunn@stjstl.net) or by mail St. John Church, Attention: Tracy Dunn, 15800 Manchester Road, Ellisville, MO 63011. To learn more about our organization visit our website at [www.stjstl.net](http://www.stjstl.net).

### **Job Responsibilities:**

- Coordinates national and international short term mission teams by recruiting and equipping team leaders.
- Oversee mission trip logistics including objectives, projects, and participating in trips as needed.
- Will work to identify and appropriately communicate mission opportunities to the community, and find creative ways to promote a missional lifestyle.
- Will help determine desired spiritual outcomes for those going on trips, and will take the lead in developing a spiritual growth plan for each trip that will lead to those outcomes.
- Nurture and develop relationships with our mission partners, and collaborate with them to develop holistic strategies that can lead to wholeness for both parties.
- Assists with the budget-setting process for all Missions areas; tracks the expenditure of funds through the monthly reports.