



PROVIDENCE
BAPTIST CHURCH

MISSION TRIP COORDINATOR

Job Summary

Part-time, non-exempt, 20 hours/week. Reports to the Pastor of Missions.

This Mission Trip Coordinator is responsible for coordinating logistics for all mission trips (short-term, mid-term, and long-term). This position also assists the Missions team with other missions events throughout the year.

Qualifications

- Personal integrity and evidence of spiritual growth
- A desire to plug into community at Providence
- Have an intermediate knowledge of Excel and be comfortable working with different types of spreadsheets

Responsibilities

- Coordinate trip logistics for multiple mission trips throughout the year including but not limited to management and handling of plane tickets, passports, visas, emergency information, finances, ordering supplies, and overseas arrangements
- Communicate with team leaders and team members to help them prepare for their trips and obtain necessary documents such as background checks
- Keep track of financials involved with mission trips including team balances, cash advances, and reimbursement of supplies
- Assist the Pastor of Mission in the yearly budget preparation process as it relates to short-term missions
- Assist the Missions team with the annual Missions Festival by planning, organizing, and executing the set-up, program, and breakdown of events
- Other duties as assigned by the Director of Communications
- Perform other duties as assigned

Apply

Email your resume including references to Phil Medlin at phil.medlin@pray.org.