



## JOB DESCRIPTION

**Position Title:** Global Trips & Education Coordinator

**Reports To:** Director of Global Outreach

**Campus:** Mesa

**Status:** Part-time

**Schedule:** 28 hours

**Position Summary:** The Trips & Education Coordinator provides oversight two key areas for Global Outreach, trips and Education. Trips primarily includes planning, advertising, and the logistics of Global Outreach Trips. It also includes raising up Servant Ministers (trip leaders) and investing in them. Promotion activities include awareness campaigns, social media, and other promotional activities. This position requires a wide range of skills; including interpersonal abilities, administrative abilities, and teamwork abilities. The Trips & Promotion Coordinator is a key member of the Global Outreach team, and as such, should be proactive, integrated, inclusive, and excited about the vision we are striving for and the activities that will take us there.

In all areas the Trips & Promotion Coordinator should be positive and supportive of the Core Values and Vision of Central Christian Church. This position is connected to the faith and ministry of the church and moves forward the vision of Central Christian Church.

### Responsibilities:

- **Global Outreach Staff**
  - Attend weekly staff meetings. Participate in discussions and be an active team member.
  - Represent Global Outreach well in interactions with servant ministers, field workers, partner organizations, other Central staff, Central congregants, and the general public.
  - Be knowledgeable of Global Outreach goals, programs, and opportunities.
  - Embrace and participate in Global Outreach's mantra of raising up servant ministers, equipping them well, empowering them to act, and investing in their continued success.
- **Trips**
  - Plan Compassion, Peacemaking, and Cultural Discovery trips for the current ministry year. Be planning for the coming ministry year as well.
  - Coordinate trips with partners (organizations and field workers) overseas.
  - Lead the effort to promote and advertise upcoming trips.
  - Oversee the logistics associated with trips. This includes passports, payments, travel reservations, communication, safety, etc.
  - Assist the Global Outreach Ministry Assistant with trip participants' applications.
    - Review applications, background checks, and references.
    - Confirm mandated reporting, minors training, and applicant's picture.
  - Raise up Servant Ministers to become Trip Leaders. Invest in their development and support.
  - Lead the effort to develop and maintain a trips training manual. Collaborate with the Creative Team to produce the final product.
  - Lead the effort for post-trip celebration and next steps follow-up. This is one of the most important tasks, as we desire to disciple trip participants into the next steps Jesus may be calling them into.

- Submit a monthly report to the Director of Global Outreach by the 24<sup>th</sup> of the month which can be included in the monthly elder report.
- **Education**
  - Help develop curriculum around Global education. This will vary according to audience, including CSM, 9:23, Life Groups, trip training, refugee resettlement, etc.
  - Promote education events and classes. When hosted by Central, assist the Events staff member with the planning and implementation.
  - Promote step-in education efforts (i.e. Xplore) with interested parties. Train lay leaders in the materials, answer questions, and conduct post-study meetings with the group.
  - Promote Pathways at Central. Raise up Servant Ministers to help Pathways run optimally.

**Knowledge, Skills and Experience:**

- Must have working knowledge of Microsoft Office, specifically Outlook, Word, Excel, OneNote.
- Must be capable of learning and managing database systems (i.e. ROCK, Shelby).
- Must have experience with social media forums such as Facebook, Twitter, and Instagram.
- Must have good writing skills.
- Must have strong organizational skills.
- Must have the ability to work with multiple parties to accomplish tasks.
- Must be capable of recruiting and training others.

**Personal Expectations:**

- Must align with the vision and values of Central Christian Church and be committed to doing Central no harm.
- Expected to be continually growing in your personal relationship with Jesus.
- Expected to be continually growing in your personal development. This includes reading at least two books per quarter on approved topics and submitting book reports on each.

**Staff Expectations:**

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Employee Handbook.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active Owner at Central Christian Church, making every effort to uphold the six core values of Central.

**Physical Requirements:**

While performing the duties of this job, the employee is required to stand, walk, sit; use hands to finger handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift, carry, push, and pull objects weighing up to twenty pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.