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**Job Description**

**Title: Missions Coordinator**

**Reports to: Senior Pastor**

**Pay Status: Part Time**

**Exemption Status: Non-Exempt**

**General Summary and Objective**: The Missions Coordinator is responsible for the management of our mission programs and community outreach initiatives. This individual is tasked with fulfilling the vision and mission of St John by implementing its philosophy of discipleship and its core values to accomplish the directive of Changing the World.

**We Require**

The commitment of a Christian person that will join our church staff to spread the Beliefs and Values of the St. John Lutheran Church Mission goals.

**Work Includes**

* Generally—up to 30 hours a week, with some occasional travel.
* Development of partnerships with outreach organizations who are financially supported by St John.
* Recruitment, training, leadership of participants in the short-term mission opportunities.
* Special events that may be scheduled during evenings and weekends.

**Qualifications**

* Self-starter who is dependable and consistent with attendance and punctuality and capable of working independently.
* Available to perform many different tasks related to mission outreach.
* Possess the ability to embrace innovation and creativity while adapting to growth and change.
* Possess the ability to use appropriate judgment, discretion, sensitivity, and confidentiality.
* Proven leadership skills utilizing a cooperative, collaborative team leadership style.
* Possess strong interpersonal skills with the ability to maintain healthy and motivating relationships with supervisors, coworkers, and volunteers.
* Proven ability to achieve results.

**Knowledge/Skills/Abilities**

* Ability to understand and carry out oral and written instructions and request clarification when needed.
* Strong interpersonal skills, ability to work as a team with strong leadership attributes.
* Must be able to lift 10+ pounds and able to stand for long periods of time in environments both indoors and outdoors.
* Ability to think strategically, implement a business plan and deliver metrics.
* Maintain constant communication with missionaries and mission organizations associated with St John.
* Collaborate with the church staff to promote and expand the presence of St John as a valuable partner to the community.
* Adhere to the guidelines of the approved budget and in accordance with the purchasing policies of the church.
* May perform other duties as assigned by the Senior Pastor.

**Job Type**

* Salary non-exempt position eligible for benefits per practices and procedures.

**Pay Frequency & Compensation**

Bi-weekly (26 paychecks a year).  Required to work the assigned schedule onsite and comply with the company’s timekeeping policy. Required to clock-in through the Paychex App at start of shift and clock-out at end of shift. Rate is to be determined based on the experience of the candidate.

This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions.  While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.