

Local Missions Coordinator

The Crossing, A Christian Church exists for people to discover Jesus and the Journey. For many people, that journey includes an opportunity to partner with missionaries and organizations that plant churches, start schools and orphanages, fight against sex-trafficking, develop communities and feed the hungry. Our Local Missions Coordinator will work closely with the Missions Director to support those who are taking steps to learn and engage with what God is doing in our community and around the world.

Our Local Missions Coordinator will also work with REACH partners and Crossing staff to ensure that financial matters do not disrupt our mission to help our community and spread the gospel of Jesus through events. This position is perfect for an enthusiastic individual who is passionate about helping hurting people, and whom God has gifted with exemplary organizational skills.

Responsibilities:

Administrative:

- Maintain and oversee the Missions Calendar to ensure that scheduled tasks and preparations are completed or addressed according to the designated times and schedules
- Responsible for project and event management of missions initiatives under direction of the Missions Director; inclusive of Serve Days, REACH Days, and other missions events
 - Provide support and oversee the administrative needs of The Crossing Mission events. Procure required supplies, recruit volunteers, prepare forms, purchasing, research, etc.
- Work with Accounting Clerk to track and update forms & information related to local serve projects and outreach initiatives
- Provide support for seasonal and special events such as serve days, trips, local outreaches & ongoing promotions on campus
- Follow office protocols for all applicable Crossing Missions events and activities, e.g. CCB, Website, Calendar, setup online registrations, promotional pieces, etc.
- Manage the Missions Department Google Drive
- Maintain REACH Communications: Social media, Bi-Weekly REACH Newsletter - compile content for newsletter and for Crossing Communications Team
- Maintain meetings and appointments for the Missions Director
- Manage all special projects as directed by the Missions Director
- Manage staff travel for the Missions Department
- Perform general office duties such as copying, filing, and mailing
- Maintain accurate monthly spending, receipt submission, and accurate accounts for events, programs, and ministries
- Other duties as assigned by the Missions Director

Local:

- Create an assessment strategy that accurately tracks the local mission engagement
- Lead the Family Promise Coordinators at The Crossing and support the Family Promise ministry with all logistical needs when they are hosted on The Crossing campus.
- Administrative support role for Safe Families for Children
- Provide administrative and logistics support for the Mission Department's local initiatives, e.g. form preparation, Night to Shine, Christmas Give, 50 Christmases, reservations, etc.
- Compile and execute details and logistics for Serve Days (booking, forms, supplies, insurance, registration, partner surveys and follow-up, etc.)
- Communicate with Project Leaders to ensure that information about their project logistics are current and accurate

- Communicate with serve project partners on administrative needs, e.g. ensure that their payment deadlines are met, background checks completed, surveys are sent, etc.
- Maintain database of serve projects for Rooted and Life Groups and potential Serve Day Projects
- Support role for outreach efforts of each church location as directed
- Arrange for travel and details for Disaster Relief: Crossing Response Team & our partners

Communicating:

- Communicate key event/programming details with ministry leaders
- Request promotional pieces for ministry programs and events
- Seek out the weekly needs for Missions Team
- Respond knowledgeably to all general ministry questions, both internally and externally, via phone and email

Requirements:

- The heart of a servant
- Pursues Christ-likeness daily
- Minimum Education: College Degree or HS Diploma and commensurate experience
- Minimum Experience: Three years in professional administrative role
- Preferred Experience: Three Years in an equivalent church setting or non-profit organization

Crossing Staff Commitments:

- Attend bi-weekly admin meetings and weekly department meetings
- Attend monthly All-Staff meetings and occasional “All Hands on Deck” staff events
- Participate in quarterly staff Prayer Days
- Attend any required conferences or seminars
- 20 Hour work week

Crossing Staff Values:

- We're in this Together
 - Respect and respond to each other's' thinking wavelengths
 - Invest in relationships
 - Pursue cross departmental conversations and collaborations
 - Seek the greater win (The Crossing) over the personal win (my ministry)
- Live in the Tension
 - Between the need for change and the desire for consistency
 - Between engaging in the present and planning for the future
 - Between creativity and structure
- Be Hungry to Heal, Learn and Grow
 - Practice self-awareness
 - Set healthy boundaries
 - Be solution-focused
 - Passionately pursue my relationship with God