

TEAM | The Evangelical Alliance Mission

Human Resources Department
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United States



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ABOUT THE EMPLOYER

TEAM - The Evangelical Alliance Mission is a global ministry organization founded in 1890 that partners with churches to equip and send global servants who make disciples of Jesus Christ among the nations, leading to the formation of reproducing churches, going where the most people have the most need. We envision the church transforming our world, proclaiming the Gospel in both word and action.

To accomplish this purpose, we subject our lives to the truth of Scripture and we rely on God through prayer. God provides what is necessary to carry out His plan to build His Church among the nations. While only God can save, we speak His words, use His gifts, and reflect His love. Without constant reliance on God through prayer and obedience to His Word, we can do none of these things.

TEAM is both an equal opportunity employer and a faith-based religious organization. We conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual. The status of TEAM as an Equal Opportunity Employer does not prevent the organization from hiring personnel based on their religious beliefs so that all personnel shares the same religious commitment. Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. [§] 2000e[-]1(a)), TEAM has the right to and does, hire only candidates who wholeheartedly and without reservation agree with [TEAM's Statement of Faith](#).

ABOUT YOU

Every candidate should be a believer in the Lord Jesus Christ who is in fellowship with a bible-believing church and **wants to make a difference through involvement in the global advance of Christ's Kingdom**. This individual must personally embrace the [purpose, vision, beliefs, and values of TEAM](#).

TEAM STAFF COMPETENCIES

Interpersonal Skills

- Treats others appropriately with sensitivity and respect
- Resolves differences effectively and graciously
- Contributes to team cooperation among workgroups

Communication

- Listens actively and asks for clarification as needed
- Expresses thoughts clearly in speaking and writing
- Selects the medium, forum, and manner appropriate for the setting and culture

Adaptability

- Flexible with differing work styles and culture
- Receptive to new or additional assignments
- Responds constructively to changing conditions and setbacks

Servanthood

- Shows a commitment to serve for the good of others
- Ensures that actions meet the needs of the work context
- Embraces accountability for one's work and outcomes

Decision-making

- Considers differing points of view and seeks input
- Able to analyze facts, solve problems and make decisions
- Demonstrates prayerful discernment and good judgment

Task Management

- Demonstrates mastery of fundamentals required
- Takes initiative that leads to effective results
- Plans and prioritizes workload for timely completion

Continual Learning

- Assesses and recognizes own strengths and weaknesses
- Maintains a growth plan and pursues self-development
- Regularly meets with a growth partner for encouragement

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JOB DESCRIPTION

Job Title:	Logistics Coordinator of Short-Term Ministry	Revised Date:	September 2021
Reports to:	Senior Manager of Engagement	Department:	Mobilization
Work Location:	May be performed from an approved remote location	Job Classification:	Full-Time; Hourly

JOB QUALIFICATIONS:

- Spiritually mature with a growing relationship with Jesus Christ
- Strong organizational and interpersonal skills
- Intermediate level computer proficiency and experience in G Suite, Google Docs, and Google Sheets
- Work well both independently and on a team
- Thrive in a remote work environment
- Ability to manage multiple tasks simultaneously
- Ability to learn TEAM's short-term ministry process and follow through on necessary tasks
- Ability to proficiently track process details within Salesforce
- Ability and willingness to travel domestically or internationally as needed
- Respect and maintain confidentiality
- Cultural sensitivity acquired through personal cross-cultural experience or previous experience in a cross-cultural work environment required
- Knowledge of and experience with office administrative procedures at a level generally acquired through 1+ years of related experience

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The following abilities are required for the position:

- Work at a desk in an office or home office setting
- Work for extended periods of time at a computer, requiring the ability to send and receive information with necessary optical, auditory and manual dexterity (fax machine, copier, scanner, etc.)
- Use a keyboard and mouse to enter, retrieve or transfer words or data information and/or move from screen to screen on the computer to view information
- Tolerate dust and fumes from general cleaning and maintenance procedures
- Strong written and verbal communication and interpersonal skills; comprehend and speak English.
- Display the reading skills necessary to proofread written material)
- Perform basic mathematical calculations
- Must be willing to occasionally work after normal business hours in emergency situations
- Walk, stand; Sit at an office desk or in a meeting room for extended periods of time
- Occasional travel, 1-2 trips per year as required; must be able to navigate airports

JOB OVERVIEW:

The *Short-Term Logistics Coordinator* will serve as a liaison between various departments within TEAM. This individual will deliver excellent customer service by pro-actively coordinating a variety of logistics to better serve the short-term department's three primary clients: the TEAM Missionary in the Ministry Area (Global Ministries), the TEAM Missions Coach in the Teams (Mobilization Development), and the TEAM Short-Term participant (Short-Term Ministry).

This person will provide critical assistance in the development and management of TEAM's rapidly expanding short-term department. As such, it is essential that this individual be excited about working in a diverse and evolving environment and carrying out complex tasks without moment-by-moment supervision. He/she must have a strong blend of administrative and interpersonal skills, the ability to understand and work well within predefined processes, and the desire to creatively spearhead new projects and procedures.

KEY RESPONSIBILITIES:¹**Assist with the Expansion and Maintenance of the Short-Term Department**

- Support the Senior Manager of Engagement with short-term training development and event organization
- Assist in the organization and management of short-term opportunities on the TEAM website and social media
- Work with Global Ministries to help develop and coordinate the best process for placement of short-term participants
- Coordinate logistics and travel details for a variety of short-term participants
- Liaise with other departments to ensure that the short-term program is a positive experience for all involved
- Aid the Senior Manager of Engagement in building relationships and developing processes to properly facilitate short-term individuals, groups, alumni, and internship programs
- Develop short-term onsite group or internship manuals
- Work with Marketing to ensure all short-term collateral and training materials closely follow TEAM's brand guidelines

Clerical and Administrative Duties

- Field and respond to outside communication as requested (phone calls/voicemails, email, snail mail)
- Build and analyze appropriate reports in TEAM's contact management system
- Help the Senior Manager of Engagement and short-term participants with travel details, communication with Ministry Areas, travel insurance, travel management systems, managing itineraries, booking meetings, etc.
- Manage logistics of Short-Term local training events
- Occasionally assemble and ship all short-term debrief journals and TEAM swag packages
- Other administrative duties as assigned

¹ Disclaimer: The information in this job description indicates the general nature and level of work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this job. While employed in this position, an employee may be required to perform other assignments not listed in the job description.

Applications for employment are available online at <https://team.org/about-us/staff-opportunities>. Inquiries may be made to:

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