



Position Posting: Short Term Logistics Coordinator

Location: Approved Remote Location

Type of Role: Part-Time/20 hours per week; Hourly non-exempt

Date: March 2023

What are you looking for? Are you a believer in the Lord Jesus Christ who is in fellowship with a bible-believing church that wants to make a difference through involvement in the global advance of Christ's Kingdom? If you are looking for meaningful work with long-reaching global impact within an organizational culture that values each and every team member, this may be the role for you!

About TEAM: TEAM - The Evangelical Alliance Mission is a global Christian ministry organization founded in 1890 that partners with churches to equip and send global workers who make disciples of Jesus Christ among the nations. TEAM is both an equal opportunity employer and a faith-based religious organization. For this reason, TEAM hires only candidates who wholeheartedly and without reservation agree with and live according to [TEAM's Statement of Faith](#). TEAM staff thoroughly embrace the [purpose, vision, beliefs, and values of TEAM](#).

About the Role: The *Short-Term Logistics Coordinator* serves as a liaison between various departments within TEAM while serving the short-term department's three primary clients: global workers in the ministry area (Global Ministry), missions coaches (Mobilization), and the applicant for short-term ministry.

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:

- Support the Manager of Short-Term Missions with short-term training development and event organization
- Assist in the organization and management of short-term opportunities on TEAM's website and social media
- Work with Global Ministry 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 Manager of Short-Term Missions 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 Manager of Short-Term Missions 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

Qualifications of the Role:

- Spiritually mature with a growing relationship with Jesus Christ
- Strong organizational and interpersonal skills
- Intermediate level computer proficiency and experience in Microsoft 365
- 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 database
- 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

Disclaimer: The information in this job posting indicates the general nature and level of work to be performed. This job posting 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 this description.

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

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