



Position Posting: US Mobilization Coordinator
Location: Approved Remote Location
Type of Role: Full-time OR Part-time; Hourly/Non-exempt
Date: July 2024

About TEAM: The Evangelical Alliance Mission is a global mission agency that partners with the global church to send disciples that make disciples and establish missional churches to the glory of God. We envision the church transforming our world.

Founded in 1890, TEAM workers serve in a variety of ministry roles including evangelism, church planting, community development, healthcare, education, social justice, missional business, and many other areas of global ministry. 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 *US Mobilization Coordinator* is a trusted team member and is responsible for leading and facilitating mobilization communication and projects. This role serves on the Mobilization Leadership Team (MLT) and helps provide ownership to oversee missions engagement and missionary sending. Not only will this individual serve and support Mobilization with excellence, but they will communicate effectively, ensure successful implementation of the US sending process, and manage department projects efficiently.

Key Responsibilities include but are not limited to:

- Ownership of departmental projects and engagement processes
 - Create, assess, and implement projects to ensure mobilization goals and objectives are met
 - Evaluate current mobilization processes, identify areas for improvement, and implement appropriate changes, when necessary, by conducting regular process audits
 - Manage coordination between US and Global Mobilization, working closely with the Global Mobilization Coordinator to ensure successful sending implementation
 - Facilitate and manage all departmental Objectives and Key Results (OKRs).
 - Coordinate and implement new projects, collaborating and empowering key stake holders internally and cross departmentally
 - Troubleshoot and problem solve CRM and data issues (Salesforce)
 - Lead all things Form Assembly by managing, creating and maintaining functionality for organizational-wide purposes.
- Ownership of departmental communication processes
 - Own communication on behalf of the Mobilization team, providing excellent customer service to internal and external constituents
 - Tracks with the ongoing list of applicants preparing to be presented at the appointment review team and updates the review team file tracker document
 - Manages CRM database, assisting with weekly data clean-up, engagement plans, completing assigned tasks, and updating weekly statistics

- Manage Departmental and Inter-departmental scheduling for meetings and trainings
- Coordinates logistics of department gatherings, conferences, leadership meetings, short-term training events, and other events for TEAM and the Therefore Alliance as requested
- Produces professional-quality documents according to TEAM's best practices; maintain an updated and organized library of Mobilization's documents
- May support the Mobilization Department leaders with administrative duties including, but not limited to, travel arrangements, budget tracking, expense reports, scheduling, correspondence, note taking, reporting, and other tasks and communication

Qualifications of the Role:

- Spiritually mature with a growing relationship with Jesus Christ and passion for reaching the world with the gospel
- Minimum of two years of prior administrative experience
- Bachelor's degree in a related field preferred
- Highly detail-oriented and accurate, yet personable and eager to serve others; comfortable analyzing and executing large amounts of information
- A self-starter who has a track record of successful planning and follow-through to accomplish agreed-upon objectives
- Able to maintain and driven by clearly defined processes
- Excellent communication skills (both written and verbal); able to manage communication with teams spread across global time zones while maintaining confidentiality and professionalism
- High level of office technology competence; quick to embrace technology; proficient in MS Teams, video conference set-up, various office software tools
- Demonstrate an attitude of love, compassion, and respect to the employees, global workers, and partner organizations that we serve
- Both task and team-oriented, teachable, highly organized, and eye for details
- Above-average typing and phone skills; coordination of fast-paced communication while maintaining the accuracy of details
- Experience in ministry service in a global context with TEAM or similar agency preferred
- Experience with CRM systems such as Salesforce preferred
- Experience in data entry a plus

Disclaimer: The information in this document indicates the general nature and level of work to be performed. It 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 position. An employee may be required to perform other assignments not listed here.

Employment applications are available online at <https://the-evangelical-alliance-mission.apscareerportal.com/>

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