

**BLACK ROCK CHURCH  
JOB DESCRIPTION**

**JOB TITLE:** Mission Trip Coordinator

**JOB DESCRIPTION DATE:** September 2022

**JOB REPORTS TO:** Missions Pastor

**JOB CLASSIFICATION:** Full-Time \_\_\_\_\_ Part-Time \_\_\_x\_\_\_ Volunteer \_\_\_\_\_ Temporary \_\_\_\_\_

**THE JOB:**

We are looking for someone who is passionate about global missions and mobilizing our church family to serve on mission trips. This role helps with the organization and planning of trips, assisting team leaders in executing the trip and then evaluating the trips after they return. It will have busier seasons with up to 15 hours a week of work, but also weeks in the fall with none required because we won't have trips planned. Key skills that are needed are organization, passion to train team members, and previous experience traveling overseas.

**WHO WE'RE LOOKING FOR:**

- Passion for the local church, effective ministry and for serving
- Passion for global missions and people going to serve overseas
- Team player
- Strong skills in planning
- Strong Interpersonal communication skills
- Strong time management skills
- Experience managing budgets with strong financial integrity and responsibility
- Ability to motivate a team to engage in and support local fundraising efforts
- A person who agrees with Black Rock Church's Statement of Faith and lives out our Lifestyle Statement

**THE WORK YOU'LL DO:**

- Trip Planning
  - Work with planning 6-10 mission trips a year
  - Help with finding and training team leaders for each of the trips
  - Help with creating communication to our church about each trip and recruiting teams
  - Setting up GoMethod dashboards for team management of applications, interviews, policies, gathering of documents and fundraising
  - Help the team leader with training of their team
  - Help the team leader with logistics of travel and in country details
  - Ensure all volunteers are cleared to serve on each trip
  - Help with the budgeting of each trip and making sure leaders adhere to the budget, and fundraise
  - Coordinate travel to and from the airport along with the team leader
- Post Trips
  - Make sure to get a quality debrief of the trip from the team leader
  - Create a communication piece to share with our church family whether written or by video
  - Gather evaluations from all the participants of the trip and share with the Board of Missions
  - Help with the final evaluation of the fundraising and expenses

*The above statements are intended to describe the general nature of this job and the level of work performed in this position. This position will be required to perform other job-related duties as requested/required by their Supervisor. Hours will also be flexible with special projects and as the Church grows, this position and its duties may change.*

**THE BIGGER TEAM YOU'LL JOIN:**

Black Rock Church is one of the largest churches in New England and has a dynamic 170 year history of helping people Love God, Love People and Serve Our World. We are located between New York City and Boston on the coast of Fairfield County Connecticut, one of the most influential regions in the world.

At Black Rock Church our vision is to inspire hope and ignite faith in every person we meet by connecting them to God through Jesus Christ.

## **Mission Trip Coordinator (Part-time)**

We are looking for someone who is passionate about Global Missions and mobilizing our church family to serve on mission trips. This role helps with the organization and planning of trips, assisting team leaders in executing the trip and then evaluating the trips after they return. There will be busier seasons with up to 15 hours a week of work, but also weeks in the fall with none required because we won't have trips planned. Key skills that are needed are organization, a passion and ability to train team members and previous experience traveling overseas.

**Email your resume, cover letter, and application below to: [jobs@blackrock.org](mailto:jobs@blackrock.org)**