

**Job Title:** Mobilization Coordinator

9/17/2024

**Reports to:** Director of Mobilization

**Work Hours:** Full-Time Exempt

**Role:** The Mobilization Coordinator will serve alongside the Director of Mobilization to oversee and shepherd the FAME short-term medical mission trips program. This individual will work collaboratively to schedule trips, recruit participants, equip mission teams, and provide pastoral care and spiritual support to trip participants.

**1. Responsibilities:**

A. Specific Trip Responsibilities

1. Prayerfully plan and schedule FAME short-term mission trips, working in collaboration with the Director of Mobilization to discern the destination and dates that align with the ministry vision.
2. Recruit participants with intentionality, drawing from local and national conferences, church gatherings, personal contacts, networks within the medical, and through FAME literature.
3. Process trip applications and maintain personal relationships with each participant, ensuring that all necessary paperwork is completed and keeping files organized.
4. Steward financial contributions by tracking participant donations and keeping them informed of their progress while encouraging financial faithfulness and ensuring obligations to FAME are met before departure.
5. Prepare mission teams holistically, providing logistical information and spiritual preparation through prayer, training materials, team meetings, and support for legal and medical requirements for trips.
6. Coordinate trip logistics, including travel, housing, food, and schedules, in close partnership with host missions, team leaders, and trip participants to ensure teams feel welcome and prepared.
7. Communicate clearly and compassionately with team members, hosts, and leaders, fostering a sense of unity and shared purpose.
8. Collaborate with the medications supervisor to gather and prepare needed medical supplies for trips.
9. Proactively manage health, safety, legal, and security issues, shepherding the well-being of each team in every aspect of their trip.
10. Identify and mentor trip leaders, personally leading selected trips each year and partnering with the Director of Mobilization to raise up future leaders.
11. Facilitate post-trip debriefing and evaluations, providing pastoral follow-up and encouragement to participants, and working closely with the Director of Mobilization for ongoing improvements.

## B. Other Trip Responsibilities

1. Explore creative ways to invite more people into the ministry of short-term mission trips, cultivating partnerships, and strengthening recruitment efforts.
2. Partner with the Director of Mobilization to prayerfully grow the number of trips offered each year, stewarding the expansion of FAME's impact.
3. Work with the Director of Mobilization to expand the scope of mission trips, considering new areas such as surgical, dental, vision, and health education teams, while remaining open to the Spirit's leading.
4. Build meaningful partnerships with churches, mission organizations, and schools to facilitate new opportunities for FAME medical trips.
5. Collaborate to introduce new strategies that will enrich the short-term trips program, ensuring continual growth and adaptation.
6. Recruit and disciple volunteers, inviting them into the work of mission trip preparation and fostering a sense of community and service.
7. Travel internationally with teams as the trip leader.
8. Help ensure that FAME's website and communications reflect the heart of the mission, contributing ideas to enhance engagement and information for prospective participants.

## C. Additional Responsibilities

1. Work closely with the Director of Mobilization, offering support and collaboration in a spirit of humility and unity as needs arise.
2. Assist in developing new training programs and initiatives that will spiritually equip participants and volunteers for trips.
3. Serve as a representative of FAME at conventions, churches, conferences, and schools embodying Christ's love in all interactions.
4. Contribute to fostering an organizational culture that is deeply Christ-centered, aligned with the FAME statement of faith, and marked by a heart for service and mission (in-office hours required).
5. Take on additional responsibilities as delegated by the Director of Mobilization or Executive Director, with a willingness to serve wherever needed.

## 2. **Knowledge, Skill, and Abilities:**

- a. Demonstrated experience in creating and leading short-term mission programs with a heart for service and discipleship.
- b. A committed Christian who is actively pursuing a relationship with the Lord and attending Church.
- c. Proven ability to work cross-culturally, build relationships, and network effectively with a mission-minded focus.
- d. A pastoral heart to care for participants and hosts, with the ability to provide spiritual guidance and support.

- e. Capability to foster the spiritual formation of mission teams, encouraging them to grow in their faith and service.
- f. Strong collaboration skills in working with churches, pastors, and other ministry leaders.
- g. Excellent time management skills and the ability to manage multiple trips and projects simultaneously, ensuring all details are handled efficiently and with care.
- h. Ability to travel extensively both locally and internationally.
- i. A team player who is receptive to direction and guidance, while also being able to work independently as needed.
- j. Excellent administrative skills, attention to detail, and a servant-leader approach to managing people and logistics.
- k. A humble, gracious approach to leadership, with the ability to connect with individuals from diverse cultures and backgrounds.
- l. Effective communication skills, both verbal and written, with the ability to clearly articulate FAME's mission and values.
- m. An Associate's degree or higher in healthcare, missions, or ministry is preferred, though relevant experience may also be considered.

\*Cover Letter and Resume should be sent to [mfehl@fameworld.org](mailto:mfehl@fameworld.org)

\*Direct questions to (317) 737-5078