



Missions Coordinator

Provide support in the implementation of the missions strategy for Samaritan's Feet International and coordinate work related to missions and personal/volunteers' involvement in the organization.

Missions Duties Include:

- Assist in details pertaining to coordination of international (and domestic) mission trips, including but not limited to team leader training, administrative paperwork, and itinerary coordination both of team members and mission partners
- Coordinate with finance team for finance tracking/reporting of fundraising pages for mission members, Excel creation of team member payments, accounts receivable and payable for accurate and up-to-date financials
- Review of weekly, monthly, and quarterly international checklist
- Recruit and mobilize volunteers for international Shoes of Hope distributions
- Assist in training of team leaders and relationship development of team leaders
- Serves as a team leader on 2-3 international Shoes of Hope distributions per year
- Assist in developing a mobilization strategy to grow mission's engagement
- Provide a strong knowledge of the international Shoes of Hope Distribution process from start to finish
- Assist in providing background stories, video, pictures to marketing team for quarterly newsletter
- Provides research and strategic insight on opportunities to minimize expenses and advance international Shoes of Hope distributions in different countries relative to Samaritan's Feet goal to create a world with zero shoeless children

Community Engagement Duties Include:

- Assist with engagement, attendance, and speaking opportunities in various community programs like schools, churches, chamber meetings, lions and rotary clubs, women's organizations, missions and volunteer conferences, and international events
- Strategically seeks out speaking engagements to increase community involvement within Samaritan's Feet

Desired Qualifications:

- Maintains flexibility with daily job responsibilities
- Ability to work independently
- Strong decision-making abilities
- Self-motivated

- Ability to motivate and inspire others
- Flexible schedule
- Problem solver
- Strategic thinker
- Workable knowledge of Microsoft suite
- Exhibits strong relational skills
- Strong customer service skills