



Job title *Mission Experience Team Leader*

Reports to *Divisional Leader, Mission Outreach*

Job purpose

The purpose of this position is to act as deputy to the Mission Outreach Divisional Leader; developing Mission Experience Trip Leaders and acting as the trip team member's point of contact and primary conduit of information.

Duties and responsibilities

The primary job duties and responsibilities include, but are not limited to:

- Recruit and develop Mission Experience Trip Team members and leaders
- Monitor and report on Mission Trip applications, deposits, and trip fees
- Oversee communications with trip team members and leaders
- Conduct Travel itinerary research and make recommendations for Team travel
- Assist in the preparation of regularly scheduled reports
- Produce and manage trip budgets, and produce After Action Reports
- Conduct debriefings / Collect Trip Team testimonies, stories of one, and unedited photos and videos upon team's return
- Provide general support to Missions Outreach Divisional Leader

Qualifications

The ideal candidate will understand and demonstrate a commitment toward the mission and vision of CLUB1040; have excellent written and verbal communication skills, superior organizational and task management skills, ability to work independently with minimal supervision, and a commitment to excellence.

Qualifications include:

- B.S. / B.A. Preferred.
- Understanding of General Office Administration
- Proficient in MS Office
- Experienced in project and multiple task management

Working conditions

Office and computer work / Incoming and Outgoing phone calls / Mail processing.
Some travel is required.

Physical requirements

Sitting at a computer for extended periods of time, receiving deliveries – sometimes boxes of printed material weighing in excess of 25 lbs.

Direct reports

Coordinate and direct the efforts of Short Term Mission Experience Team Leaders

Approved by: *Divisional Leader, Missions Outreach*

Date approved: *July 11, 2016*

Reviewed: *July 11, 2016*