Member Orientation Program
Logistics Coordinator – Michigan

Position Summary

SEND's Member Orientation Program (MOP) equips missionary appointees and their children for an effective transition into fruitful intercultural ministry with SEND International. The MOP Logistics Coordinator-Michigan keeps MOP running smoothly — handling venue, travel, meals, and event logistics before and during the in-person program — so facilitators and appointees can focus on training and formation. The role works closely with the Dean of MOP, the MOP Third Culture Kid Coordinator, the MOP Cook, and outside vendors. This is a part-time, seasonal, remote/hybrid role averaging 5 hours/week, with in-person presence required in Michigan during the July program: light hours from September–February, ramping up through the in-person program in July, then wrapping up budgeting in August.

Reports to: Dean of the Member Orientation Program. Attend most monthly SEND U meetings and regular one-on-one meetings with the Dean of the Member Orientation Program.

Compensation: $17.00 per hour for actual hours worked, plus prorated paid vacation, sick leave, and holidays.

Responsibilities for every MOP format: Michigan, Philippines, and fully virtual

1. Pre-MOP Communication

Outcome: *Participants arrive prepared and the wider mission community stays informed*

- Create and distribute the MOP Pre-Registration form, the "Meet the MOPers" document, and the MOP 202 Handbook
- Coordinate with the Dean of MOP on appointee readiness, communication with coaches, and ongoing logistics

Responsibilities for MOP in Michigan only

2. Travel & Arrival

Outcome: *Every participant has a clear travel plan and a warm welcome.*

- Communicate about travel plans with attendees and staff
- Prepare Letters of Invitation for non-U.S. citizens
- Schedule airport pickups and drop-offs
- Prepare welcome packets (schedules, maps, menus, gifts)

3. Venue & Accommodations

Outcome: *Venue and lodging run smoothly, with issues resolved quickly.*

- Secure accommodations via hotels, Airbnbs, or the MOP venue
- Serve as on-site point of contact and resolve facility issues
- Arrange classroom supply transport and set up training rooms

4. Meals & Daily Hospitality

Outcome: *Participants and staff are consistently well-fed and cared for.*

- Plan, shop for, and oversee setup/cleanup of meals and snacks
- Provide daily coffee, tea, and water
- Track food allergies and meal attendance
- Manage participant chore assignments
- Coordinate with the TCK Coordinator on childcare and the MOP Cook on meals

5. Program Materials & Classroom Support

Outcome: *Facilitators and participants have what they need, when they need it.*

- Provide classroom supplies, Life Journals, name tags/desk plates, and copies
- Set up training rooms before each session and respond promptly to facilitator needs during sessions

6. Participant Care & Community Life

Outcome: *Participants experience a welcoming, well-organized community beyond formal sessions.*

- Coordinate gifts/cards, birthday celebrations, and closing group photos
- Share local activity ideas for participants' free time
- Build genuine relationships of trust with MOP participants and staff

7. Chapel & Scheduling

Outcome: *Chapel runs on schedule with the right people and technology.*

- Send Teams invitations for chapel before MOP (in-person and virtual)
- Manage online meeting access during chapels

8. Financial Stewardship

Outcome: *MOP stays on budget with accurate, timely reporting.*

- Manage the MOP budget and complete the final financial report during the August closeout

Qualifications

The ideal candidate is highly organized, proactive, and detail-oriented, with the ability to manage multiple logistical tasks at once. Essential qualities include a passion for world missions, a desire to serve others, and strong communication, problem-solving, budgeting, and relationship-building skills. The candidate should also have the flexibility to work remotely throughout the year and serve on site in Michigan during the July program.

What Success Looks Like

By the end of MOP, participants and staff have clear travel plans, prepared lodging and training spaces, reliable meals and materials, and timely support when issues arise. Chapel and virtual access run on schedule, expenses are tracked, and the final financial report is completed during the August closeout—allowing facilitators and appointees to focus on relationship-building, training, and formation.

For inquiries, please contact Bethany Reedy at breedy@send.org