



THE ORCHARD

Job Title: Global Ministries Coordinator – Central
Part Time (20 hours per week) – Exempt – Ministerial

Reports To: Director of Global Ministries

Purpose: The purpose of this position is to provide administrative support to the Director of Global Ministries by coordinating short-term ministry teams, supporting long-term global ministry partners, and expanding global ministry awareness among congregants.

Responsibilities:

- Preparing, communicating, and executing all aspects of sending out a short-term ministry team, including coordinating with team leaders, tracking team member information, and facilitating travel details.
- Coordinating communications regarding long and short-term global ministry partners related to prayer and financial support, including disseminating a weekly prayer update, quarterly newsletter, and quarterly video update.
- Purchasing and expense tracking for Global Ministries needs, while managing budget guidelines, providing weekly financial reporting to the Director of Global Ministries.
- Utilizing software applications proficiently to advance Global Ministries objectives, including database management software and financial tools.
- Completing detailed finance, planning, and support tasks accurately and within deadlines, coordinating with both the ministry teams and the accounting staff.
- Professionally communicating with other staff, team leaders and members, global partners, and congregants as needed.
- Perform additional ministry related duties as directed by the Director of Global Ministries.

Qualifications:

- Must seek to walk closely in devotion to God and have a solid understanding of the gospel.
- Theologically aligned and in agreement with EFCA Statement of Faith and The Orchard's Statement on Human Life and Marriage
- Global Ministries experience and previous traveling experience preferred.
- Ability to organize, analyze, and complete tasks in a timely manner, regardless of interruptions.
- Demonstrate professionalism through appearance, attitude, and communication.
- Exercise discretion, discernment, and sensitivity in handling requests and personal contacts.
- Be punctual, dependable, detail-oriented, and flexible.
- Ability to learn and perform duties with new software applications.
- Self-motivated and able to initiate projects and work independently.
- Interpersonal skills with ability to communicate effectively with management, members, and volunteers

Salary Range: \$20,000 - \$25,000 based on skills and experience.

To apply for this position, please send your resume along with a cover letter to
employment@theorchard.church