



POSITION:	Short-Term Missions Specialist
CLASSIFICATION:	Part-Time, 29 hours per week
REPORTS TO:	Director of Church Engagement
LOCATION:	SEND US Office- Farmington Hills, MI or Remote
COMPENSATION:	Hourly rate \$18.00
BENEFITS:	Paid time off available from the start of employment, complemented by a generously paid holiday schedule.

JOB SUMMARY:

The Short-term Missions Specialist will help shape SEND's short-term mission strategy and serve as a crucial link in mobilizing individuals and couples for long-term impact. This role is responsible for overseeing the short-term missionary mobilization process, while also exploring new opportunities for short-term experiences that align with SEND's heart for unreached people. While managing the current process, this individual will have the freedom to propose and implement new pathways that enable short-term missions to serve as a potential bridge to mid-term and long-term service with SEND.

KEY RESPONSIBILITIES:

- **Oversee Short-Term Program:** Manage the short-term missions process, guiding candidates and ensuring quality care through applications and pre-field preparations.
- **Expand Short-Term Opportunities:** Propose new short-term missions experiences that align with SEND's long-term vision, identifying fresh ways to connect individuals with meaningful opportunities to serve.
- **Listen & Learn:** Seek to understand the needs of local churches in sending and supporting short-term missionaries in alignment with their mission and vision for global outreach.
- **Understand Cross-Cultural Contexts:** Navigate the unique opportunities, challenges, and needs of SEND's cross-cultural missionary teams and ministry contexts.
- **Build Partnerships:** Work with SEND teams to explore partnerships with like-minded organizations to create more pathways for short-term service.
- **Manage Administrative Systems:** Use software systems to track candidate progress and manage program logistics efficiently.
- **Engage & Mobilize:** Collaborate with the Engagement and Marketing teams to creatively promote short-term opportunities through social media, events, and conferences.
- **Continuous Learning:** Stay informed of SEND's evolving short-term mission's needs and opportunities, continually developing programs to adapt to the global mission landscape.

PREFERRED QUALIFICATIONS & SKILLS:

- Bachelor's degree in religion, Missions, Communications, Recruitment, or a related field preferred. Will consider a minimum of two years relevant work experience.
- Experience participating in short-term mission trips.
- Strong verbal and written communication skills, with the ability to build relationships with SEND missionaries, churches, partners, and other like-minded organizations.
- Great organizational and administrative skills, with the ability to manage schedules, budgets, logistics, and short-term missionary progress.
- Possess an understanding of cross-cultural dynamics and the challenges faced by missionaries working in diverse contexts.
- Attentive to dynamics of working in unity across denominations and organizations.
- Communicate clearly and persuasively the opportunity of participating in global missions, both in individual and group settings.
- Contribute positively to a team environment through idea-sharing, collaboration, and encouragement, while also carrying out individual responsibilities.
- Capable of working effectively both independently and as part of a team.
- Strong time management skills, able to prioritize tasks effectively and meet deadlines.
- Demonstrates appropriate technological proficiency, including the use of administrative and applicant tracking software.

SEND QUALIFICATIONS:

- Alignment with SEND's mission, visions, values and agreement with [SEND's Doctrinal Statement](#).
- Mature Christ-follower evidencing a vital walk with God and committed to lifelong growth.
- In fellowship with a Bible-believing church.

Interested candidates should send a cover letter and resume to Kim Avis, HR Coordinator, kavis@send.org.

SEND is an interdenominational, multinational Christian mission organization with over 500 missionaries in more than 20 areas of Asia, Europe, Eurasia and North America. Our mission is to mobilize God's people and engage the unreached to establish reproducing churches.

Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e 1(a)) SEND International US has the right to, and does, hire only candidates who agree with SEND's doctrinal statement.