



MissionGO Job Description

Job Title: Missionary Mobilizer Admin Support
Department: Recruitment
Reports to: Director of Development
Salary: Salary Commensurate with Experience
Location: Buffalo, New York

Ministry Focus

Since MissionGO is a Christian mission organization whose role involves both ministry in and to the local church, both in the US and abroad, and since it is expected of our donor base that we operate as a Christian ministry giving honor to Jesus Christ, each employee shall:

1. Participate in weekly prayer meetings and corporate prayers.
2. Pray with missionaries when requested by the same or when deemed appropriate with missionary permission. (This will apply to some positions more than others.)
3. Conduct themselves in a Christ-like manner at work and outside the workplace.
4. Promote and defend the evangelical approach to ministry that MissionGO has adopted and put into practice.

It is further recognized that, since MissionGO is a faith-based ministry, both in the US and abroad, each employee should be a member in good standing of a church that is in agreement with the Statement of Faith of MissionGO.

Job Overview

MissionGO, with its strategic planning and positioning, is not just a local entity but a global force, mobilizing and supporting missionaries in over fifty-five countries worldwide. The full-time Missionary Mobilizer Admin Support position is pivotal in our journey as we continue to grow and advance our missionary efforts, offering you the opportunity to make a global impact.

Ministry Responsibilities

The Missionary Mobilizer Admin Support is responsible for processing applications for staffing and recruiting objectives, evaluating missionary candidates, advising managers, and being a key player in MissionGO's strategic development through the recruitment function. The Missionary Mobilizer should be a highly specialized, talented professional directly involved with executing goals and initiatives to keep pace with growth and ensure MissionGO continues to have many fruitful years of ministry.

Essential Functions:

- Managing applications, contact request forms, interviews, etc.
- Booking and scheduling flights for missionaries and staff
- Booking and scheduling conferences, hotels, events, insurance, etc., for the mobilization department and staff
- Screens and interviews potential candidates and applicants
- Is involved in the missionary candidate evaluations and verification process
- Extends verbal and written opportunities for ministry or missionary positions
- Is a key part of orientation and missionary candidate training
- Completes regular reports on recruiting activity
- Works with and continues to improve and develop the onboarding process
- Works with external agencies to identify and recruit potential candidates
- Research resources and websites for potential recruits and contact those candidates
- Is comfortable with and uses any possible services and technologies to leverage the goals for mobilization

Qualifications:

- *Must be in full agreement with MissionGO's vision and Statement of Faith*
- A Bachelor's Degree is strongly desired, or equivalent work experience in recruiting and relationship building
- Minimum 1-3 years of experience in recruiting
- Knowledge of software including Microsoft Office (required; specifically, Word, Outlook, Excel, PowerPoint, and Teams) and the ability to learn different software as needed
- Availability to work outside of typical work hours at times
- Availability to travel when needed

Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills
- Ability to effectively convey ideas and information over the phone
- Ability to conduct thorough and insightful interviews
- Skillful in cultivating and maintaining positive relationships and ability to connect with and understand individuals from diverse backgrounds and cultures
- Strong organizational skills and attention to detail
- Collaborative mindset with the ability to work effectively within a team
- Demonstrates a genuine desire to serve and support others
- Proven ability to manage projects from conception to completion
- Proficiency in relevant technical skills
- Ability to uphold a high standard of professionalism in all interactions
- Demonstrates a keen sense of spiritual judgment and discernment in decision-making
- Displays a commitment to personal and collective prayer

Goals: The initial annual goals will be set at a department level for newly qualified and approved missionary units per year that successfully complete candidate orientation and begin the deputation and support raising process. These annual goals are a starting point and are a minimal expectation.

Work Schedule: 9 am-5 pm, 40+ hour full-time salary position. Monday through Friday are typical office days. Depending on the availability of events and candidates, this position will require flexibility for some weekend and evening work and service. Compensation time will be allotted for non-typical or extended hours.

Travel Requirement: There will be occasional travel requirements associated with this position. Travels will include conferences, candidate orientation, site visits to colleges, universities, churches, ministry events, etc. All travel expenses and budgets for travel, conferences, and events will be pre-approved and will be covered or reimbursed by MissionGO.

Other Duties: This job description is not designed to cover or contain a comprehensive listing of required activities, duties, or responsibilities. Duties, responsibilities, and activities may change at any time as the organization grows and requires change. We seek a person with a servant's heart and desire to serve on the ministry team at MissionGO and be involved in the fulfillment of the Great Commission. Adjustments or alterations would be prayerfully considered and mutually agreed upon by the MissionGO leadership team and the affected person or parties. A background check will be required for any applicant.

Benefits:

- Paid Time Off, Paid Holidays, Paid Sick Time
- Access to Medical Insurance
- Participation in a 403(b) Retirement Plan
- Teamwork: You will be part of a friendly and driven staff to provide exceptional service.
- Community: Fellowship and prayer with your colleagues and be encouraged in your faith.
- Career Development and Mentoring: We are a Christian organization with experienced and thoughtful leaders committed to investing their time to grow and develop others.

Please send your cover letter, resume, and any reference letters you would like to include to hr@missiongo.org.