



# HILL COUNTRY

## BIBLE CHURCH

### **JOB DESCRIPTION**

**Job Classification:** Non-exempt, Part Time - 28 hours per week

**GO Administrative Coordinator**

**April 2019**

### **OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:**

1. An annually increasing percentage of the church body is being mobilized to serve on mission trips; more and more people are connected to missions-related activities in Austin
2. Volunteers and lay leaders are equipped and trained to lead and help plan logistics and other priorities for mission trips
3. Mission trip participants have their perspectives changed – including their view of stability by challenging them to be content with ambiguity as they prepare for the field, are on the field, and have returned from the field
4. Mission trip participants and leaders have their eyes opened and are growing in their diversity of how to worship God in other cultures, situations, and countries
5. Through your strong organization and administration, there are efficiencies in trip details and retaining quality records of paperwork, documentation and other ministry needs and requirements.
6. Successful collaboration on the overall staff of Hill Country Bible Church - working alongside team members to accomplish the yearly goals of GO and HCBC, and to move our mission and vision forward.

### **MAJOR RESPONSIBILITIES AND ACTIVITIES:**

1. AA office email and GO email: correspondence and asking/answering questions from people expressing interest in short-/mid-/long-term missions and questions directly to GO Pastor or GO Project Coordinator; teams and participants needing correspondence or guidance on process or fears for on-field.
2. Help promote, model, capture, and tell stories of life change in Austin and beyond to our HCBC body
3. On call 24/7 for STT and families during trip season.
4. Maintaining GO Resource Library
5. Requesting/sending funds to organization, meeting deadlines required for deposits and final payments
6. Communication, encouragement, training and prayer to team lead(s) – ensuring trip success, and also within budget
7. Documents Management – all release forms (liability, medical), covenant agreements, and passport copies gathered and passed on to leaders (for international trips)
8. Focus Missions fundraising database; review, correct, and report; donations-sorts, codes and reviews for proper input
9. Focus Missions trip applications, created and maintained
10. Trip logistics database and history – who is traveling, when, to where, cost of airfare, insurance, visa, medical release forms
11. Trips details and arrangements - ensure everything is ready to go and confirmed
12. Corresponding with GO Project Coordinator on arranging travel and informing field of when and how many of the team to arrive and how long to stay, asking key questions and engaging in problem solving (like, how much funds to send with participants for meals, etc.)

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Missions minded and global outreach/missions experience preferred; mature follower of Christ
2. Detail-Oriented; High executor while maintaining low stress levels
3. Solid trainer of Vision, Policy, and Process of HCBC GO
4. Learns quickly, able to make tough but wise decisions (sometimes without guidance of supervisors)
5. Skilled in usage of MS Office, Google docs, Outlook, Apple computing

### **CULTURE AND CLIMATE:**

1. Position reports to Rick Everswick, Pastor (Global Outreach Director) as part of the Global Outreach team
2. Staff culture is goal-oriented, collaborative, with accountability
3. Core Values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves