

## Short Term Missions Coordinator Role Summary: Cary, North Carolina

Support TWR's global ministry by being a missionary representative of TWR's work. Encourage and facilitate others to become missionaries with TWR. to those outside TWR and to help minister to other TWR missionaries and staff within TWR. Recruit, process applications, place, train, orient, disciple and debrief short-term (2-12 months) missionaries for TWR.

### Core Competencies:

- ✓ Commitment to Jesus Christ evidenced by a personal relationship
- ✓ Excitement about being involved in full-time missions and willingness to develop a team of prayer and financial partners
- ✓ Strong people skills; ability to communicate in a friendly and winning way in person and on the phone
- ✓ Ability to manage priorities and workflow with attention to detail
- ✓ Cultural sensitivity within international teams and a team spirit

### Responsibilities:

- ✓ Recruit short-term and long-term interns and missionaries by visiting colleges, mission events and job fairs to interact with interested people
- ✓ Schedule and conduct phone conversations with potential applicants
- ✓ Process applications, employee paperwork, emergency information, etc.
- ✓ Work with various departments to find placement options and for regular reviews
- ✓ Conduct orientation training for new candidates on mission, goals, spiritual formation, ministries and required procedures
- ✓ Assist with short- and long-term candidate evaluations and missionary de-briefings

### Desirable Qualifications:

- ✓ Able to work competently in Word, Outlook and Excel
- ✓ Willing and able to travel
- ✓ Cross-cultural experience helpful but not necessary
- ✓ Speak, read, write and comprehend fluent English
  - ✓ May need to lift and transport 20 lb. boxes when attending recruiting events