

Position Description



Job Title	Cross-Cultural Team Coordinator
Reports To	Executive Director
Supervises	No internal employees
Department	Nexus

Summary of Job Responsibility

The Cross-Cultural Team Coordinator is responsible for developing a comprehensive strategy for sending out two-year workers from 10/40 Connections who will uphold the core values and ethos of 10/40 Connections. Forming this strategic framework will be accomplished through partnering internally with the Executive Director and the International Ministries Director and externally with various 3rd party organizations. Coordinator will establish the logistical support systems required to send out workers including: security issues, finances and budgeting, insurance, logistics of training, etc. Coordinator must be able to identify the necessary requirements to send co-workers overseas successfully and clearly communicate the vision to potential candidates.

Essential Functions

1. Logistical Development
 - Oversee consistent communication with those who apply and are selected.
 - Oversee the logistics of orientation and debriefing.
 - Compile the pre-preparation and welcome notebooks.
 - Oversee attaining field insurance, emergency contingency plans, visa information and procurement, and cost-of-living budgets.
 - Assist co-workers with purchasing tickets for travel to/from the field, packing and luggage requirements, etc.
 - Oversee event logistics for advocate training and member care training.
 - Oversee event logistics for annual field meetings where all cross-cultural workers meet for encouragement, support, prayer, and motivation.
2. Marketing and Recruitment
 - Encourage people to apply and promote the Nexus strategy.
 - Identify pockets of interest and prime areas for locating candidates.
 - Maintain current information updated on the website and follow-up with online contacts.
 - Assist candidates throughout the application process as the first line of contact.
 - Establish speaking engagements on campuses for self or for 10/40 staff as needed for recruitment purposes.
 - Follow-up on contacts made on college campuses.
3. Church Relations
 - Develop a model of member care for churches in coordination with Exec. Director and Int'l Ministries Director.
 - Help formulate and write Conceptual Agreements for churches that have cross-cultural workers.
 - Help form the advocate training strategy for cross-cultural workers to use in churches.
4. 10/40 Project Knowledge
 - Understand 10/40's project goals, budgets, and tangible results.
 - Grow regularly in issues of missiology and theology, with particular regard to regions where 10/40 operates.
 - Determine what resources 10/40 needs to equip co-workers with cultural and strategic information.
5. Cross-cultural Worker Relations
 - Assist in the selection process of cross-cultural workers.
 - Connect to workers on the field on a regular basis and offer pastoral encouragement and support.
 - Receive ministry and financial reports from the field and distribute them to the appropriate area within 10/40 Connections.

Minimum competencies, knowledge, skills, and abilities

1. Able to work interdependently in a team atmosphere to develop a sending model with the co-founders.
2. Able, willing, and gifted at working in start-up initiatives.
3. Able to work independently and efficiently, following through with details to accomplish the logistics of sending people out.
4. Able to communicate (write, speak, present) with great effectiveness and skill the 10/40 vision, goals, and initiatives.
5. Able to manage and prioritize multiple tasks and projects efficiently and effectively.
6. Able to take initiative and problem-solve.
7. Able to represent 10/40 Connections in a positive and dynamic manner.
8. Willing to uphold and exemplify the core values, the statement of faith, and the ethos of 10/40 both personally and professionally.
9. Knowledgeable about sending co-workers, preferably through personal international experience.
10. Demonstrates ability and willingness to remain connected and communicate through email.
11. Understands this generation and how to disciple/mentor this generation for effective cross-cultural ministry.

Education and Experience

1. Undergraduate university degree (minimum).
2. Demonstrated passion for the 10/40 Window and the mobilization of the US church.
3. Some experience serving internationally preferred.
4. Completed the Perspectives course preferred.
5. Excellent interpersonal, communication, problem-solving, and business acumen.