

**Title:** Short-Term Mission Associate  
**Employment type:** Full time, Exempt  
**Location:** King of Prussia, Pennsylvania  
**Application deadline:** June 1, 2018  
**Contact:** HR@internationalministries.org

## POSITION OVERVIEW

The Short-Term Mission Associate is responsible for performing relational and administrative duties on a professional level to facilitate International Ministries (IM) Short-Term Mission (STM) programs and spearhead initiatives related to the engagement of youth and young adults in the work of IM. This position is in association with and under the supervision of the Director of Short-Term Mission, and in collaboration with volunteer staff, the Mission Mobilization Team and the Global Mission Team.

## RESPONSIBILITIES

- Build relationships for the promotion and support of STM with youth pastors, campus ministers, pastors, church staff members and counterparts in the American Baptist Churches (ABC) and other mission agencies.
- Educate and advocate for best practices with STM colleagues and IM personnel, helping all to understand and support the special characteristics and needs of volunteers throughout the stages of preparation, service and return.
- Promote and provide education about the importance of STM to individuals and churches through conference presentations and outreach to churches, campus ministry offices and IM regions and by writing and editing promotional materials, curriculum, web journal posts and social media posts.
- Obtain and post volunteer stories and photos on the IM web site as journal entries.
- Work with IM area directors, global partners and global servants to develop volunteer opportunities.
- Work with U.S.-based and international IM personnel to plan and execute meaningful short-term service opportunities (lasting from 10 days to 2 years) that are aligned with IM's Responding to The Call priorities.
- Effectively communicate STM opportunities to IM personnel, IM partners and ABCUSA national and regional staff.
- Attend and actively recruit volunteers at IM- and ABC-related mission conferences and events.
- Promote involvement of youth and young adults in STM by reaching out to participants in youth conferences, regional and national youth and young adult gatherings and ABMen and ABGirls conferences.
- Respond in a timely manner to individuals inquiring about volunteer opportunities.
- Screen prospective individuals and team members for physical, emotional and spiritual suitability for mission experience.
- Accompany prospective volunteers in discerning their gifts and interests in order to facilitate effective matching of persons with volunteer opportunities.
- Recruit team members and leaders for IM-sponsored teams (such as Discovery Teams for young adult experiences).
- Build relationships with volunteers, members of short-term teams and team leaders to assist them with spiritual, emotional and physical challenges experienced prior to, during and after volunteer service and equip them for cross-cultural mission service by providing logistical information and by leading (and equipping others to lead) cross-cultural and missiological orientation trainings and post-trip debriefings.
- Build relationships with IM global servants and partners as they host STM volunteers and serve as a relational bridge between volunteers and hosts.

- Provide clerical support including data entry of volunteer information in Salesforce, general STM communications and correspondence and maintenance of confidential information received from volunteers through applications and references.
- Communicate effectively by immediately informing the STM Director and other appropriate IM staff of any emergency issues, completing tasks in a timely manner, etc.
- Maintain resources such as the STM Volunteer Manual, Standards of Excellence Notebook, Going with God Toolkit and STM marketing materials.

## **QUALIFICATIONS AND EXPERIENCE**

- Minimum of Bachelor's degree in a related field, such as youth ministry, urban ministry, cross-cultural counseling or social work
- Experience participating in or leading mission trips, campus ministry, a church youth group or Bible study
- Demonstrated ability to work effectively in cross-cultural communities with volunteers and co-workers in a collaborative environment that impacts larger constituents and relationships
- Ability to speak a foreign language desirable
- Ability to articulate a biblically-based theology of STM
- Proven ability to handle adversities with maturity to reflect and grow from experiences.
- Knowledge of ABC and IM missiology desirable
- Ability to travel domestically and internationally
- Proficiency utilizing social media platforms such as Facebook, Twitter and Instagram and Microsoft Office applications including Office 365, SharePoint, Outlook, Word and Excel
- Customer relationship management program experience highly desired; specific experience in Salesforce preferred
- Desire and ability to establish relationships with IM global personnel and partners as well as U.S. and Puerto Rico partners and constituents
- Desire to make an impact for Christ through involvement in God's mission; a servant's heart and a calling to mission
- Ability to work on a flexible schedule, including night and weekend travels and engagements

## **HOW TO APPLY**

To apply, email [HR@internationalministries.org](mailto:HR@internationalministries.org). Identify the position title in the subject line and attach a current resume and supporting documentation for further evaluation of qualifications and experience. Thank you in advance for your interest in joining IM's mission.

International Ministries is an EEO employer and provides a comprehensive and flexible benefit package. A detailed description of this position is available upon request.

*International Ministries, also known as the American Baptist Foreign Mission Society, works cross-culturally to invite people to become disciples of Jesus Christ and to proclaim, through both word and deed, God's reign of justice, peace and abundant life for all creation.*