KofKLogo2011_BlackGrad.jpg **Position Description**

**MISSION**: To Feed Physical Hunger, Spiritual Hunger and the Hunger to be in Community.

**:**

Job Title: Local and National Missions Coordinator

Reports to (Title): Lead Pastor Date Job Created: January 2019



**HR USE ONLY: Non Exempt 25-30 hours/week**

**Strategic Role Summary: Develop, coordinate, and administer a comprehensive local and national mission programs helping individuals grow in their faith and live out King of Kings mission.**

**Key Responsibilities** (Essential Output):

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| 1 | Lead the development, implementation and continued evaluation of local/national mission strategies for King of Kings |
| 2 | Work closely with the Mission Team and Global Mission Coordinator providing leadership, excitement and support. |
| 3 | Create, manage and effective communication about this ministry creating excitement and involvement. |
| 4 | Research, locate, validate and follow up on mission projects, opportunities, needs within the local and national communities to grow King of Kings mission. |
| 5 | Represent King of Kings in local and national partner ministry relationships. |
| 6 | Educate the congregation regarding missions, including planning a yearly missions awareness emphasis. |
| 7 | Develop and manage an annual mission budget. |
| 8 | Responsible for recruiting, developing, equipping, encouraging and leading volunteers and or/teams of volunteers. |
| 9) | Other duties and responsibilities as assigned by supervisor. |

**Education/Experience: Required Preferred Major Course of Study/Description Years of Exp.**



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| --- | --- | --- | --- | --- |
| HS Diploma/Equivalent |  |  |  |  |
| Associate Degree |  |  |  |  |
| Bachelor’s Degree or Experience |  |  | Related field and willingness to continue professional learning. Mission, leadership development and/or ministry  experience. | 4+ |

**Core Competencies:**

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| • | Active membership in the congregation and worship at King of Kings and belief that God is calling them to this role for King of Kings. |
| • | Leadership experience in working with volunteers and teams. |
| • | Strong written and spoken communication skills |
| • | Ability to maintain confidentiality and discretion. |
| • | Ability to research, locate, validate and follow up on mission opportunities and needs. |
| • | Strong organizational skills. Proficiency in Microsoft Office. |
| • | Proven results-oriented experience with the ability to work independently and collaboratively in support and unity. |
| • | Effective administrative skills, excellent written and verbal communication skills. Ability to listen is essential. |
| • | Ability to take initiative and work with minimal supervision. |
| • | Demonstrated experience in prioritization and judgment. |

**Working Conditions/Physical Demands:**

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| • | Schedule may include working evenings, weekends, and extended hours as required by ministry needs. This includes Christmas Eve and Easter. |
| • | May require lifting up to 25 lbs. Requires repetitive and extended computer work. |
| • | Extensive standing, walking and sitting for extended periods of time. |
| • | Requires repetitive and extended computer work with mouse. |
| • | Willingness to travel locally and nationally as ministry requires. |