



**Job Title: Mission Coordinator**  
**Reports To: Director of Mission Ministries**  
**FLSA: Non-Exempt**

**Date: April 2022**  
**Status: Part Time**

**Core Value Commitment:** All employees will be actively engaged in fulfilling the Mission and Vision of Bethany Lutheran Church. Employees will work on creating an inspirational culture by demonstrating Bethany's values in the work they do every day.

### **Job Summary**

The Mission Coordinator is responsible for assisting the Director of Mission Ministries in administering and executing outreach programs and partnerships enabling the Bethany Faith Family to carry forward our vision to "bless". Supports a culture of service and compassion to those outside our faith community. Assists the Director of Mission Ministries with planning and coordinating Mission fundraiser events.

### **Essential Job Function:**

1. Schedule, organize and execute the day-to-day operations of Bethany's mission programs and partnerships.
2. Collaborate with all ministries of the church in the development of or partnerships in relevant mission activities for those ministries. (E.g. outreach activities for VBS, Sunday School, etc.).
3. Coordinate adult mission/service opportunities, events, and ministries.
4. Manage and track volunteer hours and mission financial accounts and prepare reports as needed.
5. Develop plan and implement mission ministry's communication strategy for the Bethany website, newsletters, social media, etc. in coordination with the communication team.
6. Plan, organize, and execute mission fundraisers currently including gala and golf tournament.
7. Help recruit, manage coach and care for all mission servants and leaders.

### **Knowledge, Skills and Abilities:**

- Knowledge of fundamental Lutheran beliefs
- Proficient Microsoft office skills
- Project management and organizational skills
- Strong writing and verbal communication skills
- Skill in time management and attention to detail
- Ability to recruit train and support volunteers
- Ability to be a team player who can work effectively with others

### **Education and Experience:**

Bachelor's Degree in Pastoral Ministry, Social Services, Community Development or related field. Experience can be substituted for Education. Must have a minimum of one (1) year in a mission and/or outreach position. Must have an active church membership.

*Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing mission of the congregation.*