

Job Description: Area Coordinator

Organization: Interserve is an international, interdenominational community of Christ-followers, creatively and intentionally using their professional skills in holistic ministry among the least-served people of Asia and the Arab World. Our vision is to see lives and communities transformed by encounter with Jesus Christ as we field multinational teams.

Position Summary: The Area Coordinator (AC) is the lead staff member in their assigned region of the United States responsible for coordinating and managing a wide range of activities including mobilization, recruitment, outreach, orientation, and member care. The AC will have the primary responsibility of building supportive relationships with Interserve personnel and 'first name' connections with fellowships, institutions, and constituents. The position holder will work in cooperation with other U.S. based staff to coordinate the selection, pre-field experience, and ongoing support for overseas workers.

Characteristics: The ideal candidate will demonstrate a high amount of relational competency as they serve personnel in a variety of life stages and circumstances. In addition, the candidate will have demonstrated professional success, or is viewed as having potential for success, in the following areas: recruitment and relationship cultivation; pastoral care and counsel; mentoring; project oversight; basic computing and technical ability; presentation and speaking skills; and timely and accurate reporting.

Specific duties:**Mobilization**

- Takes the lead role in mobilization and recruitment activities in the assigned region
- Assists with the application and pre-field preparation of personnel
- Maintains regular contact with all prospects, applicants, and those awaiting placement

Outreach

- Promotes the purpose, ethos, values, and approach of Interserve in a variety of venues
- Builds friendships with pre-field and overseas personnel and their support groups
- Organizes and participates in events and activities that promote Interserve concerns

Training

- Organizes, facilitates, and participates in pre-field training for short and long-term workers
- Accepts and organizes speaking opportunities in a variety of learning contexts
- Assists personnel with the development of a deputation strategy as requested

Member Care

- Stays current with communications and status changes for short and long-term workers
- Communicates empathy, care, and support for workers throughout their experience
- Spends time with overseas personnel in the USA and in the field of service abroad

Qualifications:

1. Personally committed to following the Lord Jesus Christ, showing ongoing spiritual growth and development, and active in a local fellowship.
2. Embraces the vision, mission, values, and approach of Interserve.
3. Overseas living or cross-cultural work experience is preferred.
4. Can build relationships with those from diverse Christian traditions and ethnic/national backgrounds.
5. A self-starter who engages tasks entrepreneurially with minimal supervision.
6. Able to multi-task, set priorities, and manage time efficiently.
7. Is flexible, yet detail oriented, and a problem solver.
8. Discerning in decisions, recommendations, and counsel.
9. Ability to travel within the region, involving overnight stays away from home.

Commitment: This is a full-time position. Two-thirds of the salary is provided. An additional one-third may be personally raised as support. Support-raising training is available.

Agreement with the policies and procedures in the Interserve USA Employee Handbook is required. Interserve USA is an employer-at-will. As such, Interserve USA reserves the right, as the employee does, to terminate the employment relationship at any time with or without reason.