

## **JOB DESCRIPTION**

**Job Title:** International Ministry Specialist

**Reports To:** Senior Ministry Developer (International)

**Full-time or Part-time:** Either

**Supervisory (# of staff supervised):** None

### **ESSENTIAL PREREQUISITES FOR ALL STAFF MEMBERS**

Because World Impact is a Christian missions organization with a written doctrinal statement, World Impact reserves the right to employ only people who are born-again believers in the Lord Jesus Christ as their personal Savior, and who are in full accord with our ministry's doctrinal statement. Service is at the will of either the staff member or missionary, or World Impact. This means that the staff member or missionary may quit at any time with or without notice and World Impact may terminate the service agreement at any time with or without notice. There is no promise that service will continue for a set period of time. Nor is there a promise that service will be terminated only under particular circumstances. No one has the authority to make representations inconsistent with this policy. This policy supersedes all written and oral representations that are in any way inconsistent with it. World Impact, Inc. retains the discretionary right to terminate any staff member, including missionaries, at any time and for any reason deemed to be in the best interests of the ministry. These policies do not constitute a contract, expressed or implied, to continued employment, and said policies do not alter the status of any at-will service member under the laws of the state.

### **Education:**

- High School Diploma; Bachelor's Degree/equivalent experience preferred

### **Job Summary:**

An International Ministry Coordinator is responsible to expand World Impact's reach by seeking out ministry partners, denominations, church/ministry networks, and local churches domestically and internationally who seek to multiply healthy churches in communities of poverty in countries across the globe. They come alongside the international ministry team's efforts to equip partners in their vision to fulfill the Great Commission and connect them to World Impact's programs and the TUMI catalogue of resources.

### **Key Performance Objectives (in order of priority, with projected time allocation):**

1. **Coordinate Ministry Activities – 50%**  
Lead and coordinate the ministry efforts of World Impact staff and volunteers assigned to the international ministry team. This includes facilitating communication, overseeing team objectives, and ensuring that all ministry activities align with the mission of advancing healthy churches in communities of poverty globally.
2. **Administrative and Project Management Oversight – 20%**  
Provide essential administrative support and project management expertise to ensure the success of international ministry initiatives. Responsibilities include organizing schedules, arranging international travel (flights, accommodations, visas), managing logistics, tracking team assignments, and maintaining detailed records of team activities. A high degree of attention to detail and follow-through is required.
3. **Network Development and Strategic Relationships – 20%**  
Engage and collaborate with World Impact partners, church leaders, and global ministry allies. Build and leverage relationships that promote church growth, leadership development, and spiritual impact across diverse international contexts. Effective cross-cultural communication and relationship-building are essential.
4. **Handle Unplanned and Ancillary Responsibilities – 10%**  
Flexibly respond to emerging needs, interruptions, and unforeseen tasks that support the ongoing momentum and influence of World Impact's global work. Adaptability and a servant-hearted attitude are vital in this dynamic role.

### **Qualifications & Expectations:**

Performance Factors: The key competencies described here are core abilities that translate into desired on-the-job behaviors which contribute to the person successfully carrying out the assigned duties and responsibilities of this job.

### **CORE COMPETENCY DEFINITIONS**

1. **Mission Driven:** Demonstrates commitment to the mission of World Impact as a whole and is aligned with organizational values
2. **Collaboration:** Helps colleagues as needed, views responsibilities as shared
3. **Adaptability:** Adapts and responds to change effectively; proactively seeks opportunities to be supportive of change and serve our mission
4. **Communication:** Uses effective written and oral communication with internal staff, teams, and community served; demonstrates empathy and listening
5. **Ownership:** Effectively manages own work, and work of teams when relevant, ensuring delivery of high-quality work
6. **Expertise in area of focus:** Has skills and expertise in area of technical or functional expertise

### **LEADERSHIP COMPETENCIES**

1. **Initiative & Results Driven:** Makes and executes strategic plans to enhance intended impact, adjusting course as needed.
2. **Strategic Thinking:** Considers the future of World Impact proactively and responsively; weighs diverse inputs to inform strategies; identifies innovative opportunities when relevant.
3. **Develops & Motivates:** Motivates others and supports their development through strong coaching and mentoring.
4. **Emotional Awareness:** Understands own emotions and others' and responds with empathy.
5. **Organization & Systems:** Has a robust understanding of the community served and the landscape in which the organization operates, and actively applies that knowledge.
6. **Team Building:** Builds strong relationships with teams and colleagues; fosters effective teams and collaborative interactions.

### **Language Requirement:**

Fluency in **spoken and written Spanish** is required. The employee will be able to effectively communicate in Spanish with clients, colleagues, and community partners, and demonstrate strong reading comprehension and writing skills in professional contexts.

### **Physical Requirements:**

- Medium Work. While performing the duties of this job, employees are regularly required to walk, stand, stoop, kneel, crouch, or crawl; talk and hear, in person; use close, distance, peripheral, and color vision; use hands to finger, handle, or feel; reach with hands and arms; lift minimum 20 pounds.

### **Essential Duties & Responsibilities:**

#### **Interpersonal Responsibilities**

- Aggressively expands World Impact's reach into communities of poverty by finding, encouraging, discerning, guiding, supporting, and connecting with ministry partners (denominations, church/ministry networks, and local churches)
- Work collaboratively across the organization and networks with other Ministry Developers (especially within a mega-region) and program leaders (especially areas of specialization) to implement all five World Impact programs by leveraging relationships and resources.
- Acts responsibly as a representative of World Impact within the community and serves as a point of contact and resource for the implementation of World Impact's key programs.
- Enthusiastically engages as a member of the Mobilization Team by attending and contributing to team meetings and staying connected to team members with the goal of always improving our collective equipping and empowering of ministry partners

### **Operational Responsibilities**

- Maintains faithful answerability in two key areas:
  - Goal setting and tracking
  - Program and Partner information organizing and reporting
- Work with supervisor to support quarterly Objectives & Key Results (OKRs) and reports weekly in Weekdone and Salesforce
- Committed to excellence in communication with the Mobilization Team and across departments through various mediums including but not limited to email, text messages, and video/audio phone calls
- Actively contributes and participates on the Mobilization Teams App (Primary shared workspace for Mobilization on the Microsoft App Platform)

**This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.**

**I have read the above job description and I believe I can perform the job.**

**Staff Person's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**