

# Hope Community Church Job Description

**Job Title:** Global Hope Coordinator  
**Role for:** Central Services  
**Reports to:** Executive Director of Ministry Strategies and Support  
**FLSA Status:** Exempt



## Role Summary

Executes on Global Hope vision and strategy by ensuring effective communication and support of our partners and volunteers, mobilization of short-term serve teams, and coordination/administration of Global Hope initiatives.

## Essential Duties/Responsibilities

- **Communication & Support**
  - Ensure regular communication is facilitated with all identified partners leading to healthy relationships and ongoing accountability.
  - Coordinate a network of support as needed for each partner, including pastoral care, strategic development, and ministry resourcing, engaging appropriate staff and volunteers.
  - Facilitate effective and timely communication of relevant partner updates to staff, leadership and/or the Communications Team so ministry wins can be celebrated, opportunities can be capitalized on, and obstacles can be prayed for and/or addressed.
  - Follow partners' social media, newsletters and updates to stay abreast of ministry progression. Share pictures and updates as appropriate, either through social media directly and/or ensuring Comm Team has access to visuals and updates through designated channels.
  
- **Short-Term Team Mobilization and Initiatives**
  - In collaboration, identify strategic short-term team opportunities with our partners, ensuring timing, project and scope supports Hope's strategy and ministry calendar.
  - Responsible for team logistics (in collaboration with partner), including budget, itinerary, transportation, safety, and communication with team leader and partner.
  - Actively recruit and identify leaders and volunteers who express interest in Short-Term Serve Opportunities both globally and nationally. Facilitation of timely processing and/or onboarding of all Global Team Applicants.
  - Accountable for training and preparation of all teams through timely onboarding, communication, and resourcing, and led by an equipped Team Leader
  - Ensure Mission Software integrity and facilitation for team fundraising
  - Travel as required
  
- **Administration**
  - Facilitate fiscal management of Global Hope Budget, including partner support and special projects
  - Maintain accurate and organized reporting, receipt management, database implementation, credit card reconciliation, and partner reporting.
  - Submit applicable calendar requests, promotion requests, .....through designated process.
  - Support identified initiatives and partner fundraising events by facilitating communication, promo, recruitment and coordination as required.

## Other Specific Duties/Responsibilities

- Strong verbal and written communication skills with staff, guests and volunteers that is timely and professional
- Attend Campus Staff meetings, weekly Hope staff meetings, as well as one weekend service regularly.
- Abide by all budget allocations.
- Support the Hope Community Church statement of faith and staff guidelines.

**Skills/Abilities**

- Leader of Leaders
- Strong interpersonal skills – demonstrate an approachable personality, ability to connect & build relationships, as well as respond with care to needs appropriately
- Ability to multi-task, as well as delegate in order to share both responsibility and accountability
- Engages well with people from all cultural backgrounds
- Adaptable and flexible
- Collaborative; work well with others as part of a team
- Takes initiative

**Education and Experience**

- Four-year degree preferred or equivalent work experience required.
- Cross-Cultural ministry experience required

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date