



## Position Description

Position Title: Team Trip Coordinator

Department: Short-Term Teams

Reports To: Director of Missions or Team Operations Manager

Location: Orlando Office or Remote/Hybrid

Status: Part-time (up to 25 hours)

### Position Summary

The Team Trip Coordinator is responsible for managing and facilitating the complete process of sending short-term mission teams from the United States to Missionary Ventures locations around the world. This role serves as the primary liaison between U.S. churches, team leaders, and international field staff—ensuring that each trip is well-planned, properly equipped, and aligned with the mission and values of Missionary Ventures. The coordinator oversees every step of the process—from initial inquiry to the team's safe return home—providing exceptional communication, logistical coordination, and spiritual guidance throughout.

### Key Responsibilities

- Team Coordination & Support
  - Serve as the main point of contact for U.S. church teams and leaders throughout the trip process.
  - Guide teams through preparation steps including applications, forms, payments, and orientation.
  - Communicate regularly with field missionaries and hosts to confirm logistics, schedules, and ministry projects.
  - Ensure all documentation, travel itineraries, and safety protocols are completed and approved before departure.
  - Provide ongoing encouragement, prayer, and practical support to team leaders and members.
- Logistics Management
  - Coordinate travel arrangements (for teams less than 10)
  - Ensure that field staff are designing ministry schedules, outreach projects, and cultural experiences.
  - Oversee the budget for each team trip, ensuring accuracy in cost estimates and expense tracking.
  - Maintain organized records of team data, forms, payments, and communications.
- Training & Preparation
  - Assist in developing and leading pre-trip orientations and debriefings for teams.
  - Provide cultural awareness, safety training, and mission philosophy materials.
  - Support church partners in recruiting, training, and spiritually preparing their teams.



- Collaboration & Communication
  - Partner closely with other Missionary Ventures departments (finance, communications, field operations) to ensure seamless coordination.
  - Communicate any changes, challenges, or incidents promptly to leadership.
  - Promote a spirit of unity, humility, and cross-cultural respect among all participants.

## Qualifications

- Strong personal Christian faith and alignment with the mission, vision, and values of Missionary Ventures.
- Prior experience in missions, cross-cultural ministry, or travel coordination preferred.
- Excellent organizational, administrative, and multitasking skills.
- Exceptional written and verbal communication skills.
- Ability to manage multiple projects and deadlines simultaneously.
- Proficient in Microsoft Office and comfortable with database systems.

## Preferred Attributes

- Heart for global missions and empowering local churches.
- Relational and empathetic—able to care for people spiritually and practically.
- Flexible, problem-solving mindset with attention to detail.
- Enjoys teamwork, yet capable of working independently.

## Missionary Ventures Mission and Vision Statement

Missionary Ventures vision is to see believers in Christ boldly engaged in bringing God's Kingdom to every culture, context, and corner of the earth. Our mission is to multiply the Body of Christ worldwide by transforming, equipping, and sending believers to carry the hope of the gospel from anywhere to everywhere for the glory of God.