
TRIP COORDINATOR

Position Assignment

Title: Trip Coordinator
Organizational Unit: International
Recruited by: Director of International
Approved by: Vice President of International Ministries

Working Relationships

Reports to: Director of International
Staff Team: Vice President of International Ministries, Director of International, Administrative Assistant – International, STCH Ministries International Contract staff and all STCH Ministries staff

Basic Functions

The Trip Coordinator provides information and logistics to mission teams which aids them in the preparation for their trip. It is key in ensuring the overall effectiveness and success of the STCH Ministries International mission trip program. The role requires strong communication and interpersonal skills for interacting with both overseas partners and North American contacts; fluency in both Spanish and English is required. The trip coordinator may be required to travel internationally with mission teams for up to two weeks at a time, as needed.

Basic Responsibilities

1. To help coordinate and facilitate the logistics of all International mission trips, and communicating between domestic and overseas persons and organizations.
2. To work with STCH Ministries International and Contract staff to ensure timely and efficient communication with donors, trip participants, and general inquiries from interested parties.
3. To manage and keep website current with mission trip information, including dates and forms.
4. To represent STCH Ministries as a group leader for mission trips, guiding and informing participants about cultural and religious differences in order to help them share their faith and make disciples.
5. To be willing to travel overseas for up to two weeks at a time to lead missions' teams, as needed.
6. To act as a minister of reconciliation to the mission trip participants as well as to the many children and families that we come in contact with that do not yet have a personal relationship

Position Description

STCH Ministries



with Christ.

7. To keep record of payments for international mission trip participants and teams, including their contact information.
8. To prepare monthly and quarterly reports.
9. To provide assistance with the Samuel's Fund sponsorship program, including translating communication between children and donors and assisting with annual reports.
10. To perform all other duties as assigned.

***A standard 40 hour work week is normal; however, flexible hours and overtime may occur.*

I, the employee, have read, understand, and agree with the position description for Trip Coordinator.

Employee Signature

Date

Director of International Signature

Date