



Position Profile

Global Good Coordinator

Reports to: Global Good Pastor

Direct Reports: N/A

Purpose:

With the goal of increasing global awareness and engagement at Cross Point, the Global Good Coordinator works closely with the Global Good Pastor to plan, prepare, and launch short-term Global trips. The coordinator is an ambassador and resource for all things relating to Global Good.

Skills & Abilities:

- Excellent communication in small group settings
- Adaptable, organized, and possess great administration skills
- Able to complete tasks, with accuracy, on time and with excellence
- Familiarity with and able to think well about global issues
- Able to recruit volunteers to global experiences
- Competent cross culturally
- Embody Cross Point virtues, and staff ways of working

Primary Responsibilities:

- Communicate with Global Partners to plan meaningful Global trips in alignment with the vision of Cross Point and the partner organization. Plan dates, itineraries, schedules, etc.
- Recruit and train Global Good Trip leaders
- Recruit global trip participants from the church body
- Arrange and lead/train leaders to lead Global Good Trip trainings
- Manage trips in trip software including fundraising, waivers, passports, and other documents.
- Book flights and handle finances for Global Trips, compiling financial reports for each trip
- Develop a working relationship with all Global partners and awareness of any needs that arise
- Help create/source Global Good related content for monthly newsletter, social media, email, etc.
- Assist with details of all centrally executed Global events, such as Good Collective, Global promo Sundays, interest meetings, etc.
- Work alongside the Global Pastor to create better synergy between Local and Global Good.
- Any other administrative duties as assigned. Occasional travel as needed.

Education/Experience Requirements:

- Experience in global missions or cross-cultural communication preferred.
- Minimum of one year on staff in a ministry position.