

JOB DESCRIPTION – GLOBAL COORDINATOR

Position Title	GLOBAL MISSION COORDINATOR - MISSION IMPACT (MI)
Position Reports to:	MI Director
Department:	Mission Impact
Schedule (may vary)	Weekdays, varied evenings and weekends (flexible)
Rate/Salary	Non-Exempt, Part Time (10-20 hrs/wk), \$22-24 DOE

General Description

- The Global Mission Coordinator will mobilize the congregation to live missionally by equipping, inspiring, and leading North Coast Calvary Chapel in discipleship, justice, evangelism, and service to the world. This role will foster strong partnerships with Global mission organizations and partners and ensure the church remains deeply engaged in God's mission across cultures and communities.

Key Responsibilities

- Equip & inspire church members for Global service opportunities and short-term mission trips.
- Support the Mission Impact Team on projects and events (Serve Day, Unite Luncheon).
- Provide training in cross-cultural engagement, justice, evangelism, and discipleship principles.
- Coordinate logistics for mission trips, including budgets, travel, training, and debrief sessions.
- Manage mission budgets, expense reports, and partner support allocations.
- Work with Mission Ambassadors and Global Mission Partners to identify, create and communicate opportunities to mobilize NCCC community to volunteer
- Maintain and strengthen relationships with mission partners, agencies, and global organizations.

Skills & Qualifications

- Passion for God and the Mission of NCCC
- Experience and heart to motivate, lead volunteers and help shepherd volunteers
- Refined interpersonal skills to communicate effectively, empathetically and efficiently
- Ability to execute related strategies and goals
- Ownership and accountability for responsibilities
- Self-starter and ability to self-manage while executing goals and events
- Ability to multitask and work in a fast-paced environment (at times)
- Ability to learn and adapt quickly and effectively
- Consistently and effectively utilizes dynamic communication and execution platforms to achieve ministry objectives (i.e., CRM System (CCB), MailChimp, Microsoft Word/Excel, Google Drive).

Work Environment & Travel

- Primarily office and church campus setting.
- Occasional evening and weekend responsibilities for mission events or meetings.
- Potential domestic and international travel for mission partner visits and trips.

Experience & Education

- Bachelor's degree
- 3–5 years of ministry or nonprofit leadership experience, preferably in missions.
- Previous experience leading short-term mission trips or working in global outreach settings.