



Part-Time Missions Coordinator

Mission of the United Methodist Church of the Shepherd: We exist to connect people to the God who desperately loves all so that we can live as disciples in Christian community.

Missions Coordinator:

We are seeking a highly motivated, self-directed, organized individual that has a heart for helping others, and the wisdom to make wise choices and healthy boundaries, to serve as our Missions Coordinator. This person will cast vision, communicate, and coordinate our \$275,000+ mission budget and 150+ volunteers. To succeed, this person will be detailed-oriented, excellent with organizing people systems, good with technology, and comfortable inviting and teaching people to serve.

This is a flexible part-time position (approximately 20 hours/week) that includes occasional Sunday morning responsibilities, with additional planning and leadership hours throughout the week.

Key Responsibilities:

- Recruit, equip, and train our next generation of leaders for mission ministries through COS. Help others who help others (school partners, food pantries, housing ministries, global missions).
- Cast vision for mission programs, communicate (marketing) mission events, communicate mission dollars spent, and evaluate effectiveness through the lens of our mission statement.
- Participate in staff meetings and regularly participate in worship.
- Network and learn the community in ways that allow discernment about mission focus.

Skills & Qualifications:

- Faith in Christ and a commitment to the mission of the Church of the Shepherd.
- Willingness and ability to ask people to serve, and disciple/teach them to lead. Excellent delegator.
- Strong computer skills, and capacity to learn Planning Center (or other software) to organize, document and empower others to serve and lead.
- Cultural and economic sensitivity, empathy, and awareness of other people's situations. Also, willing to maintain strong boundaries.
- Strong communication (verbal and written), and some experience with social media posts.
- Ability to resolve conflict in healthy ways and adapt to changing needs.
- Ability to lift and move materials up to 35+ pounds and assist with event setup as needed. Position requires the ability to travel locally; a valid driver's license and reliable transportation are required. Reasonable accommodations will be provided in accordance with the ADA.
- Successful completion of a background check and Safe Gatherings training is required.

Compensation: \$20 /hour, possibly negotiable based on experience.

How to Apply:

Please submit a resume and cover letter to staffing@coswired.org. Please no phone calls.