**ETeamGlobal Project Coordinator 9/25/2023**

We are seeking a person with a passion for Jesus and who is focused on the Kingdom of God.

The **ETG Project Coordinator** (PC) reports directly to the Executive Director will be working (remote & in office a few days a week) in a fast-paced setting with the ability to be flexible in an evolving daily environment. The person in this role must love Jesus, understanding non-profit ministry, and maintain high standards of professionalism and possess exceptional organizational, interpersonal and communication skills.

**The PC key focuses will include practical operations, administrative tasks, donor relations, and event coordination, etc.**

This role needs to be passionate about and support the vision and purpose of our ministry and sharing the ETG stories in order to be highly effective in this role.

Dr. Tim Robnett founded *ETeamGlobal* in 2011 as the next step in a ministry that’s spanned almost 50 years. ETG’s mission is to **Identify, Affirm, Train, and Mobilize** Ephesian 4 evangelists. We are building a network of evangelists who are biblically sound, fully equipped, self-supporting and reproducing, with the ultimate goal of reaching their own countries with the gospel of Jesus. By focusing on this mission with local evangelists and partnering with local churches, we are able to be more relevant to, and more effectively reach the un-saved around the world!

ETG has trained almost 25,000 evangelists and pastors since 2011! Evangelists trained and mentored by ETG are leading powerful outreach efforts across Africa, Europe, and Asia. God has used ETG with impacting over 430,047 in the past 12 years so far! Praise God.

This role supports the Executive Director with coordination over operations, administrative tasks, donor relations, and event coordination and assisting with training trip logistics, etc. Also along with additional tasks like assisting with data input to Bloomerang our CRM platform.

**Our ideal candidate would possess**:

**Education, Experience, And Required Abilities & Skills**

* Experience in ministry, operations, event management, or donor relations
	+ We are looking for someone who loves and is passionate about Jesus and understands the unique challenges and opportunities that occur when working in non-profit ministry.
* Experience working in an Administration/operations and/or project coordinator role in the past
	+ Ideally, 3-5 years of experience
	+ We are looking for someone who is detail-oriented with the ability to multitask successfully in order to support our Executive Director.
* Detailed, collaborative, accountable, curious, excellent, willing to go the extra mile, focused, have integrity and exhibit Fruits of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.)
* Work from home and maybe also in Link center office 1 to 2 days a week for several hours per day
	+ Helpful tools to know: Google Docs. PowerPoint, Drop Box, Bloomerang a plus. Along with Facebook, Square Space website and other Social Media platforms
* Must possess the following skills: typing proficiency, organized, strong verbal and written communication, research, interpersonal/customer service, multitasking, ability to work at a high level autonomously, and project management.
* Must be dependable, compassionate, and add to the positive culture at ETeamGlobal.
* Must be flexible in ever-changing daily workflow and schedule shifts.
* High school diploma or equivalent but we preferred College graduate or higher.
	+ Office hours are flexible (weekdays preferred) for a total of 12 to 15 hours a week to start with
* A wide degree of flexibility and latitude is expected.
* Speaking fluent and writing in Spanish would be a bonus to bring to this role
* Knowledge of Apple products (Mac computers/iPhone), (Gmail, etc.), and Zoom required
	+ Ability to utilize Microsoft Office for Apple Mac computers and display proficiency with technology overall.

**Responsibilities Include (but not limited to):**

* Mailing list & donor CRM Bloomerang management, and thank you communications support
* Lead with operation innovations, including reviewing and recommending changes to processes, programs, and operations
* Event planning & coordination (Home visits, planning small donor dinner nights, & other events)
* Coordinate travel arrangements for evangelists (if needed)
* Knowledge with SquareSpace website platform
* Calendar management and prioritization for team calendar
* Set up and support face to face meetings with ministry partners and make donor thank you calls
* Help remind the team of follow up with development benchmarks
* Expense tracking & submitting receipts
* Possible on-site promotions at ministry conferences ie: (Mission Connexion on Jan. 19-20, 2024)
* Zoom Meeting planning and coordination
* Possible support with future ETG curriculum production
* Passion for collaboration and curriculum content for evangelism & disciple making materials
* Exercise discretion, confidentiality, generosity of spirit, and professionalism in all dealings.
* Ability to prioritize projects/tasks.
* Responsible for a wide variety of time-sensitive information and material
* Assist team with meeting preparation at varying frequencies: coordination, presentations, and meeting material handouts.
* Serve as a frontline phone ambassador for ETeamGlobal as needed
* Other responsibilities and duties as needed or assigned

**Compensation for Project Coordinator (PC):  $23 to $25 per hour**

A total of 18 to 20+ hours a week.

This would be a part-time, 1099 Independent contractor role with no employee benefits.

Please submit your resume and a short cover letter directly to chrisk@eteamglobal.org

Thank you.