

Hospitality and Community Life Coordinator

Family Missions Company

Full-Time

Abbeville, LA

The Hospitality and Community Life Coordinator works in the Missions Department of Family Missions Company to serve the missionaries through Christ-like hospitality, service, and coordination as they are coming off the foreign field and moving to or visiting Big Woods (FMC Headquarters). The HCLC is responsible for coordinating, planning, and executing hospitality for the coming and going of missionaries, visitors, and guests to Big Woods, community prayer and events, and Intake (FMC's 6-month missionary training).

Responsibilities include:

- Coordinating dates and details of missionaries arrival and departure.
- Assigning housing arrangements.
- Keeping all FMC houses well organized and stewarded.
- Collaborating with several members of the Missions Department.
- Taking lead for all hospitality for Intake (prep and during).
- Working to bring about the overall vision for the Big Woods Community Life.
- Managing and coordinating community and community events.

Qualities Needed:

- Strong organizational skills
- Strong communicator (verbal and written)
- Self-starter
- Multi-tasker
- Driven and passionate about providing excellent hospitality
- Flexibility
- Detail-oriented