



**“GO into the whole world and proclaim the Gospel!” - Mark 16:15**

## Mission Trip Facilitator

People all over the world are dying every day without knowing the love of Jesus. At Family Missions Company (FMC), we address this by sharing the Gospel, serving the poor, and making disciples across the globe. When we make real friends with the poor, lives are transformed, hope is restored, and the Kingdom of God grows.

The Mission Trip Facilitator (“MTF”) role is an extraordinary opportunity to support FMC’s mission by assisting with all aspects of FMC’s short-term mission trips. The MTF is primarily responsible for pre-trip preparation and promotions, on-site staffing, post-trip debriefing, and special projects. The MTF must be highly energetic, organized, familiar with FMC’s mission, and passionate about representing FMC to outside individuals and organizations. This position will report to the Mission Trip Manager and be based out of FMC’s office at Big Woods Mission south of Abbeville, LA. Remote applicants will be considered.

### PRIMARY RESPONSIBILITIES

As part of the Mission Advancement team, the MTF will collaborate with the Mission Trip Manager to brainstorm and develop overall strategy, vision, growth, planning, and execution of short-term mission trips. The MTF will also lead foreign & domestic mission trips and attend mission-related conferences to promote FMC, share our mission trip opportunities, and network with other missionary organizations.

### OTHER RESPONSIBILITIES

- Create and implement a mission trip promotional plan with the Mission Trip Manager.
- Work with FMC’s Media & Marketing Team to create flyers, social media posts, and other promotional materials to share with Churches, colleges, other ministries, individuals, etc.
- Be a primary point of contact for potential mission trip groups and participants.
- Collaborate with the Outreach Team to promote FMC in order to increase vocations.
- Keep information up-to-date on our collateral and on the FMC website.
- Ensure that all pre-trip tasks are completed including, but not limited to, managing registrations & invoices on Salesforce and all trip communications.
- Create and update training materials for groups and individuals serving with FMC.
- Recruit and encourage FMC missionaries to help lead and staff trips
- Assist with debriefing completed mission trips with all parties involved, including field missionaries, leaders, mission trip participants, and office staff.
- Organize collected surveys (physical and digital) for mission trip participants which are used to improve FMCs mission trips and for other promotional purposes.
- Create & manage debriefing materials for mission trippers.
- Partner with the Mission Trip Manager in the creation and implementation of new/special projects to assist with the improvement of mission trip promotions and processes.



Other duties as assigned.

## QUALIFICATIONS AND REQUIREMENTS

The ideal MTF will be industrious, motivated, capable of working independently but also a great teammate, an excellent communicator, and highly organized. We prefer candidates with 5+ years of ministry experience, coordinating foreign mission trips for groups, and experience with Salesforce, or a willingness to learn, but the following qualities are must-haves:

- Practicing Roman Catholic in good standing with the Church.
- Has strong, personal alignment with FMC's mission to share the Gospel, serve the poor, and make disciples of all nations.
- Possesses the Core Values of FMC and a desire to grow in them.
- Possesses a desire to join in FMC's prayer and community life.
- Possesses a humble, coachable spirit and is eager to receive feedback.
- Passionate about sharing FMC's mission with people outside of FMC.
- Takes joy in working as a servant-leader and pursuing excellence in work.
- Is free and has the ability to travel domestically and internationally when necessary.
- Possesses superior organizational, project management, time management, and communication skills to ensure the execution of work with often competing deadlines.
- Possesses a high school diploma or GED equivalent.
- Willingness to fundraise salary.

## COMPENSATION

As full compensation for all services provided, the MTF shall be paid a salary between \$2,0833.33-3,750.00 each month as outlined in FMC's Policy and Procedures Manual. Such payments shall be subject to such normal statutory deductions by FMC. The final number will be determined jointly between the MTF and the Mission Advancement Director. Compensation at the aforementioned rate will be dependent upon the MTF successfully fundraising his/her salary. FMC staff in self-funded roles fundraise their entire economic footprint at FMC, including any payroll taxes or other expenses.

## BENEFITS

- Flexible hours and, after 1 year of employment, unlimited paid time off (to be approved).
- Christ-centered work environment, with a casual dress code & the best office snacks.
- Chapel on-site, with the Blessed Sacrament reserved in a tabernacle.
- Opportunity for staff housing at our mission headquarters at Big Woods Mission (depending on availability), but also the opportunity to work remotely.