

JOB DESCRIPTION for Next Steps Coordinator



OVERVIEW

The Next Steps Coordinator is responsible for converting initial interest into full-time missionary commitments. This involves guiding individuals from consideration to placement on the mission field by creating and executing a structured, step-by-step process. The coordinator ensures potential missionaries understand the full commitment required, empowering them to make an informed decision and follow through. The role ultimately bridges the gap between expressed intent and mobilized action, supported by prayer for discernment and spiritual readiness. It is full time and support raising or self-funding is required. The role is based out of Bangkok, Thailand but fully remote is possible.

KEY RESPONSIBILITIES

- Serve as the primary point of contact, offering personalized guidance and helping individuals navigate challenges.
- Develop and implement strategic action plans to mentor individuals from initial exposure (vision trips, scouting, or short-term service) through to full-time missionary commitment.
- Track progress against action steps, providing accountability and maintaining momentum until a clear decision is made.
- Host and coordinate online or in-person events such as informational sessions, training workshops, and commitment gatherings to help candidates count the cost and understand the realities of missionary life.
- Facilitate connections between candidates and pastors, sending churches, mission agencies, and field personnel.
- Document and report outcomes, evaluating the effectiveness of the process and identifying areas for improvement.
- Engage in intercessory prayer for all potential missionaries, seeking guidance and strength for them as they discern and prepare for full-time service.

REQUIRED QUALIFICATIONS

- Must personally embrace [GFM's purpose](#), vision, [values](#), and [statement of faith](#)
- Must identify as a maturing believer in Jesus Christ with a high view of Scripture (2 Tim 3:16-17; Col 3:16-17)
- Must demonstrate humility, teachability, and an ability to work well with others (Eph 4:15)
- Must display advanced interpersonal relational skills and be dedicated to peacemaking (Heb 10:24-25)
- Must function well both independently and in a team environment (1 Cor 12:25-26)
- Must be able use or learn internal communications and technology systems (Email, Google Drive, Slack, Salesforce, etc.)
- Must be ready to experience significant missions training and discipleship through GFM's Missionary Training School (in person sessions or online)

RECOMMENDED

- A College Degree is preferred but not required; informal training/experience in administration, communications, team building, human resource management, organization, leadership, and/or ministry will be considered

NEXT STEPS

To find out more about Global Frontier Missions, please visit [our website!](#)

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To apply to this position or to find out about other positions, please email ThomasLee@gogfm.org.

To consider further options, please [Contact Us](#) or [View Other Opportunities](#).

Since GFM's mission is to make Jesus known, all staff must be committed to and able to implement that mission.