

OVERVIEW

The Immigration Supervisor serves as the primary expert and guide for new missionaries navigating the critical "Immigration" element of the SETTLING program within Thailand. This involves providing clear, up-to-date guidance on visa applications, 90-day reporting, residency permits, and all legal requirements for long-term stay in the kingdom. By removing the complexities and anxieties of the immigration process, the supervisor directly contributes to the missionaries' legal security and ability to focus on their ministry. It is full time and support raising or self-funding is required. The role is based out of Bangkok, Thailand.

KEY RESPONSIBILITIES

- **Visa Guidance and Consultation:** Provide up-to-date and accurate guidance to new missionaries regarding the entire visa process, including initial entry requirements, necessary extensions, and conversion strategies.
- **90-Day Reporting Oversight:** Establish a clear system and provide timely reminders for all participants to ensure strict and accurate compliance with the mandatory Thai 90-day reporting requirements.
- **Documentation and Application Review:** Assist participants in meticulously preparing and reviewing all necessary paperwork for visa applications and renewals to minimize errors and expedite processing times.
- **Liaison with Legal Counsel:** Act as the primary point of contact between missionaries and trusted local immigration attorneys or consultants, particularly for complex or challenging cases.
- **Immigration Policy Updates:** Continuously monitor changes in Thai immigration law and policy, immediately communicating any relevant updates or compliance changes to all program participants.
- **Resource Development:** Develop and maintain a clear, comprehensive resource guide covering all immigration-related forms, required documentation, office locations, and procedural checklists.

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

JOB DESCRIPTION for Immigration Supervisor



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

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.