

JOB DESCRIPTION for Vision Trip Planning Supervisor



OVERVIEW

GFM is seeking a strategic and detail-oriented Vision Trip Planning Supervisor to oversee the development and execution of all vision trips. This role is responsible for ensuring that each trip is meticulously planned and an encouragement to what ministry might look like for the potential missionary. The Supervisor will manage all logistical aspects, from itinerary creation to on-the-ground support, while also fostering a safe, purposeful, and transformative experience for every participant. It is full time and support raising or self-funding is required. The role is based out of Bangkok, Thailand.

KEY RESPONSIBILITIES

- Develop and manage detailed trip itineraries, including scheduling a diversity of ministry site visits, missionary meetings, and pastoral interviews.
- Create and refine standard operating procedures and planning templates for all aspects of trip planning, ensuring consistency and best practices.
- Manage trip budgets, monitor expenses, and provide regular financial updates to ensure fiscal responsibility and effective use of resources.
- Maintain clear and effective communication with all ministry partners.
- Cultivate and expand our network of ministry partnerships with key community leaders, pastors, churches, ministries and organizations.
- Prepare detailed post-trip reports for leadership, summarizing key outcomes, challenges, and insights.

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!](#)

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](#).

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