

JOB DESCRIPTION for Vision Trip Intake Supervisor



OVERVIEW

Seeking a detail-oriented Vision Trip Intake Supervisor to manage the entire participant intake process. This role oversees applications, conducts screening calls, and handles all administrative logistics, from payments to pre-trip communication. The goal is to provide a caring, seamless, and organized experience, ensuring participants are well-prepared for a successful and meaningful trip. It is full time and support raising or self-funding is required. The role is based out of Bangkok, Thailand but working fully remote is also an option.

KEY RESPONSIBILITIES

- Manage the full participant intake cycle for all Vision Trips, from initial inquiry through pre-trip preparation.
- Serve as the primary point of contact for all applicant and participant questions, providing timely and professional communication.
- Conduct the applicant qualification process, reviewing applications, scheduling and conducting video interviews, and evaluating candidate suitability.
- Manage all participant logistics including: tracking payments, providing pre-trip materials, providing any additional pertinent information and or resources.
- Maintain accurate and organized records of all applicants' information, communications, and financial status using a designated system.
- Provide regular status reports on the intake and payment process to relevant leadership and trip coordinators.

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.