

JOB DESCRIPTION for Mission Trip Coordinator



OVERVIEW

Manage all GFM mission trips to Thailand, coordinating with local churches and ministries, matching appropriate teams to serve their needs, reviewing team applications, conducting team leader interviews, organizing trainings, and maintaining ongoing team communication, including creating trip schedules, and providing basic training on the dire need for missionaries. 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

- Serve as the liaison between GFM and local churches and ministries in Thailand, fostering strong, collaborative relationships.
- Lead the screening and review process for team applications and conduct initial interviews with team leaders to evaluate suitability and fit.
- Match incoming mission teams with local partners and ministries based on skills, team dynamics, and ministry needs, ensuring a mutually beneficial and effective experience for all.
- Work closely with ministry leaders and teams to develop trip objectives and itineraries which will ensure the mission work supports their long-term ministry goals.
- Oversee trip logistics, budgets, and schedules, coordinating with teams and partners while managing participant payments and tracking expenses.
- Lead all pre-trip training and communication, preparing and supporting teams spiritually, culturally, and practically before, during, and after their trip.
- Facilitate on-the-ground training and debriefing to help teams focus spiritually and process their experiences.
- Conduct post-trip analysis, integrating participant feedback, trip data, and key metrics tracking (scheduling, follow-up, surveys) to create detailed reports summarizing outcomes, challenges, and insights to improve future planning.
- Expand and nurture our network of ministry partners, including community leaders, pastors, churches, and ministries, to increase opportunities for mission team 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

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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](#).

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