

JOB DESCRIPTION for Conference Coordinator



OVERVIEW

The Conference Coordinator mobilizes the church toward global missions by planning and executing conferences, seminars, and events that both inform and inspire. Many people are uninformed or unmotivated to engage in missions; this role bridges that gap by creating experiences that raise awareness, ignite passion, and provide clear opportunities for involvement. Beginning with smaller gatherings that will grow annually, the Conference Coordinator builds momentum through effective event strategy, communication, and collaboration with partners to equip the body of Christ to respond to God's global call. It is full time and support raising or self-funding is required. The role is based out of Bangkok, Thailand.

KEY RESPONSIBILITIES

- Identify, build and maintain relationships with churches, pastors, missionaries, organizations, ministries, and mobilizers to shape relevant topics, workshops, and speakers.
- Serve as the primary liaison between the GFM, partners, and participants.
- Curate meaningful and engaging workshops, and activities such as prayer for unreached people groups, cultural immersion, skill-building for missions, or teachings on "Finishing the Task."
- Select biblically grounded, missionally relevant breakout sessions tailored to: youth, families, professionals, and retirees.
- Manage the full event process including all planning, logistics, venues, vendors, timelines/schedules, pre and post-production tasks.
- Recruit, train, and oversee event volunteers and teams.
- Manage financial aspects of events, including budget creation, tracking expenses, and ensuring cost control.
- Build systems for registration, participant communication, and updates.
- Track event metrics (attendance, engagement, next steps) to evaluate effectiveness and improve future events.
- Develop next steps, manage participant follow-up, and implement a system for defining and tracking post-meeting action items to maintain engagement and ensure progress towards a decision.
- Design and execute promotional strategies across multiple platforms.

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

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- 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](#).

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