

JOB DESCRIPTION for Personnel Coordinator



OVERVIEW

The role of the Personnel Coordinator is to help the Hub Director find a great team and then create an environment where they can thrive long-term. This involves creating well-written job descriptions, working with the marketing team to make the jobs known, interviewing potential team members, onboarding accepted team members, then strategically building a strong culture of community and joy in the workplace that leads to high team retention. It is full time and support raising or self-funding is required. The role is based out of Bangkok, Thailand or could be fully remote.

KEY RESPONSIBILITIES

- Create simple yet well-written job descriptions for each position.
- Work with the marketing team to draft and post advertisements about the positions.
- Screen resumes and applications then set up interviews with promising candidates.
- Work with HR at the Support Hub during the whole onboarding process.
- Verify that all new team members have completed all training and onboarding requirements.
- Work with HR and team leaders to have performance reviews for all team members.
- Create and oversee a detailed plan to have high team unity and retention.

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](#).

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