

JOB DESCRIPTION for Scouting Trip Coordinator



OVERVIEW

As GFM expands its ministry in Buddhist nations, we are seeking a strategic and detail-oriented Scouting Trip Coordinator. This pivotal role is responsible for the meticulous planning and execution of multi-nation trips designed to help participants prayerfully discern and determine their long-term mission field. The Coordinator will lead participants through focused visits to 1–2 ministries in each country across nations such as Thailand, Vietnam, Myanmar, Cambodia, China, Laos, and Japan. The ideal candidate is a proactive and organized leader who can ensure a safe, purposeful journey that inspires participants toward their long-term missional calling. It is full time and support raising or self-funding is required. The role is based out of Bangkok, Thailand.

KEY RESPONSIBILITIES

- Identify, cultivate, and maintain strategic partnerships with key leaders, churches, and ministries to ensure meaningful and impactful trip experiences.
- Curate itineraries that expose participants to 1–2 ministries per country, aiding their prayerful discernment of long-term service.
- Oversee all travel logistics—including flights, ground transport, visas, food, and lodging—ensuring smooth operations and regulatory compliance.
- Develop and lead participant preparation by providing comprehensive resources and training to equip them spiritually, culturally, and practically for the trip.
- Manage all trip finances, including budget oversight, expense tracking, and participant fee collection.
- Facilitate the on-the-ground trip experience by providing leadership, spiritual care, and logistical support. Organize daily devotions and debrief sessions to guide participants toward long-term calling.
- Conduct thorough risk assessments for each trip location, develop emergency response plans, and manage communication protocols to ensure participant safety and well-being.
- Conduct post-trip analysis by integrating participant feedback, data, and key metrics to create reports that summarize outcomes, challenges, and recommendations for improvement.

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.