

JOB DESCRIPTION for Program Coordinator



OVERVIEW

The role of the Program Coordinator is to help the Hub Director define and achieve the overall goals of the Thailand hub. This includes working with the Director of Mobilization, the Director of Training, and the Director of Multiplication on their goals and metrics. Larger goals will be broken down into smaller goals so metrics can be defined and tracked. The ultimate goal is to have dashboards for each of the directors to clearly see what goals are being achieved and which action steps need to be adjusted. It is full time and support raising or self-funding is required. The role is based out of Bangkok, Thailand.

KEY RESPONSIBILITIES

- Work with the Hub Director to identify the major goals of the GFM Thailand Hub.
- Work with the Director of Mobilization, Director of Training, and the Director of Multiplication to identify their goals within the larger goals of the hub.
- Facilitate workshops and brainstorming sessions if necessary to clearly identify the metrics and KPIs (Key Performance Indicators) that need to be tracked.
- Facilitate the planning to break larger goals into smaller goals along with action steps to be completed within an ideal time frame.
- Make sure these are SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals.
- Design data collection methods to track program metrics to include dashboards for each director.

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.