

JOB DESCRIPTION for Assistant Vision Trip Coordinator

OVERVIEW

The Assistant Vision Trip Coordinator directly supports the Coordinator by managing key logistical and administrative elements necessary for the successful execution of all vision trips. This role ensures a smooth participant experience by handling on-field logistics, managing housing, coordinating transportation, and assisting with team support before and during the trip. They also help facilitate the spiritual care, coaching, and overall mobilization efforts to help participants take their next step in missions. 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

- **Inter-Supervisor Administrative Support:** Provide hands-on administrative and operational support to the Vision Trip Planning, Marketing, and Intake positions to ensure their departmental tasks are completed efficiently.
- **On-Field Logistics Management:** Work with the Planning Supervisor to handle all ground logistics for executed vision trips, including confirming and coordinating transportation, managing accommodation check-in/check-out, and resource preparation.
- **Data and CRM Entry Support:** Ensure accurate and timely entry of all trip-related data, participant records, and follow-up notes into the Customer Relationship Management (CRM) system for effective tracking by the Intake Supervisor.
- **Trip Documentation and Materials:** Manage the preparation, printing, and distribution of all pre-trip information packets, devotional guides, evaluation forms, and on-field training materials for all groups.
- **Financial Tracking Assistance:** Help to track and reconcile on-field expenses against the trip budget, ensuring all receipts are collected and organized for the finance department.
- **Post-Trip Administrative Follow-up:** Execute essential post-trip tasks, such as compiling participant feedback forms and assisting the Coordinator with scheduling follow-up communications for mobilization and next steps.

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 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 have a passion to see individuals and churches activated to God's Kingdom Mission
- Must be able to cast the vision of general missions topics as well as GFM opportunities to those presently unaware or uninvolved in missions
- Must be ready to experience significant missions training and discipleship through GFM's Missionary Training School (in person sessions or online).
- Must obtain a Minister's License or be an Ordained Minister of the Gospel.

RECOMMENDED

- Experience in cross-cultural missions and mission activities, including being a host on one or more short term trips
- Comprehend and speak English with the general public and co-workers
- Experience working with teams and have a team player, positive attitude
- Be able to use or learn internal communications and technology systems (Email, Google Drive, Slack, Salesforce, etc.); Optional but helpful - working experience with MS Office programs, including but not limited to Excel, PowerPoint and Word.
- Experience of working in an environment requiring attention to detail and accuracy.
- Be comfortable and competent with public speaking in large and small group settings
- Demonstrates enough technological proficiency to
 - effectively manage a heavy email work load
 - communicate through email and video conferencing
 - keep accurate records of inquiries, meetings, etc.
 - create and edit presentation materials
- Be able to manage time and prioritize work related tasks both effectively and efficiently
- Bible & theology – Needs to have a broad knowledge and understanding of God's word and how to apply it to life and ministry as well as a solid foundation of the core and essential doctrines of the Christian faith
- Non-Profit organization – Needs to have a basic knowledge of what a mission organization does and how it serves the church in the Great Commission.

NEXT STEPS

- To find out more about Global Frontier Missions, please visit [our website](#)
- To apply to this position please email ThomasLee@gogfm.org.
- To consider further options, please [Contact Us](#) or See Opportunities - Link to <https://www.globalfrontiermissions.org/how-to-become-a-missionary-with-gfm>

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