

OVERVIEW

The role of the SETTLING Coordinator is to provide oversight for the full SETTLING program. This program is designed to ease the transition for newly arriving missionaries, setting them up to thrive in long-term service in Thailand. The SETTLING acronym guides the process, covering essential topics like Shelter, Economics, Transportation, Tradition, Language, Immigration, and Nutrition. This includes initial, practical training in each of these critical areas. Following the initial training, a voluntary mentorship program is offered for 6 to 24 months to ensure continued support. The primary goal is to ensure a high percentage of participants remain healthy on the field well beyond 5 years. It is full time and support raising or self-funding is required. The role is based out of Bangkok, Thailand.

KEY RESPONSIBILITIES

- **Program Design and Content Curation:** Develop and curate all initial SETTLING training content, covering essential logistics like **Shelter** (housing search, leasing) and **Transportation** (local options, driving permits), as well as practical skills like **Nutrition** (sourcing food, local markets) and managing personal **Economics** (banking, budgeting).
- **Training Delivery and Facilitation:** Lead and deliver the structured initial training sessions, teaching core content directly and coordinating expert presenters for critical areas such as legal **Immigration** requirements (visas) and critical aspects of Thai **Tradition** and culture.
- **Cross-Cultural and Language Integration Support:** Oversee the provision of resources, practical tools, and initial strategies specifically focused on beginner **Language** acquisition and forming healthy **Groups** (support networks, team building, local fellowship) for all participants.
- **Mentorship Program Management (6-24 Months):** Design, implement, and oversee the long-term mentorship program, ensuring mentors guide new missionaries through the deeper application of all SETTLING principles over the first two years of service.
- **Mentor Recruitment, Training, and Support:** Recruit experienced long-term personnel as mentors, providing them with structured training on how to best advise and support participants across all eight SETTLING elements, including navigating cultural norms and team dynamics (**Tradition** and **Groups**).
- **Resource and Documentation Management:** Create and maintain a comprehensive, up-to-date documentation system and resource bank for new missionaries, including vetted information on housing contracts (**Shelter**), banking procedures (**Economics**), visa paperwork (**Immigration**), and reliable sources for local food (**Nutrition**).
- **Participant Health, Team Integration, and Retention Tracking:** Establish a system for monitoring participant well-being, focusing on successful team/community integration (**Groups**), adaptation to local life, and collecting data to measure the program's success in achieving sustained, healthy service.

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.)

JOB DESCRIPTION for SETTLING Coordinator



- 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.