

OVERVIEW

The ESL Coordinator provides strategic oversight and leadership for the English as a Second Language (ESL) ministry, ensuring all language classes function as high-quality, professional platforms for sustained relational access within the local community. This role involves developing curriculum, training teachers, and managing class logistics to maximize both educational outcomes and opportunities for intentional Gospel sowing. Ultimately, the Coordinator ensures the entire ESL operation serves as a primary relational bridge, seamlessly connecting students to the Evangelism and Church Planting teams for multiplication. It is full time and support raising or self-funding is required. The role is based out of Bangkok, Thailand.

KEY RESPONSIBILITIES

- **Curriculum Development and Quality Control:** Design and continuously refine the ESL curriculum, teaching methodology, and materials, ensuring high professional standards, cultural relevance, and intentional integration of Gospel themes and discussion points.
- **Teacher Recruitment, Training, and Mentorship:** Recruit, train, and provide ongoing mentorship to all ESL instructors (volunteers and staff), equipping them not only with teaching skills but also with effective methods for relational outreach and cross-cultural communication.
- **Logistics and Class Administration:** Oversee all administrative and logistical aspects of the ESL program, including student registration, scheduling classes, managing classroom facilities, and maintaining accurate student attendance and progress records.
- **Relational Platform Management and Access:** Strategically manage the ESL program's reputation and environment to ensure it remains a high-trust, effective platform for building relationships, maximizing opportunities for teachers to initiate and lead spiritual conversations.
- **Multiplication Pipeline Handoff:** Establish and manage clear, systematic protocols for the seamless transition of interested students (new believers, seekers, and warm contacts) to the Evangelism Team for initial discipleship and the Church Planters for group formation.
- **Resource Management and Budget Oversight:** Manage the program's operating budget, procure necessary teaching resources, and ensure all financial activities are ethically handled and reported accurately to the Director of Mercy Ministry.

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

JOB DESCRIPTION for E.S.L. Coordinator



- 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.