

OVERVIEW

The Shelter Supervisor ensures new missionaries have safe, stable, and ministry-appropriate housing, directly addressing the "Shelter" element of the SETTLING program. This involves managing the housing inventory, locating and vetting properties, and overseeing all necessary lease agreements and essential maintenance. They serve as the primary resource for participants, guiding them through the local rental market and helping them settle into their new homes. This role ultimately supports the missionaries' long-term health and focus by removing the complexity of initial housing logistics. It is full time and support raising or self-funding is required. The role is based out of Bangkok, Thailand.

KEY RESPONSIBILITIES

- **Vetting and Resource Curation:** Maintain a highly selective, current list of pre-screened, safe, and ministry-appropriate **housing options and rental resources** available in the local market for incoming missionaries.
- **Housing Search Strategy and Guidance:** Serve as the primary consultant for new arrivals, providing strategic guidance on how to navigate the Thai rental market and identify properties that meet their family and ministry needs.
- **Financial Sourcing and Deal-Finding:** Actively research and identify **cost-effective deals** and short-term housing subsidies, connecting missionaries with options that fit within their financial budgets.
- **Lease Review and Compliance Support:** Offer expert guidance and support for the negotiation and review of all potential lease agreements, advising missionaries on common contract terms and local legal compliance.
- **Utility and Setup Consultation:** Provide detailed instructions and resource contacts for setting up essential utilities (water, electricity, internet) and other critical services necessary to establish a home (**Nutrition** and other setup needs).
- **Property Handoff and Transition Support:** Coordinate the initial inspection and successful handover of a property from the landlord to the missionary, ensuring the property is habitable at the time of move-in.
- **Missionary Housing Education:** Develop and deliver training content on local rental customs, tenant rights, and general maintenance expectations to equip missionaries for independent long-term housing management.

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 Shelter Supervisor



- 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.