

JOB DESCRIPTION for Internship Coordinator



OVERVIEW

The Internship Coordinator is responsible for managing all aspects of Christian mission placements in Thailand, serving as the central hub for connecting individuals to local ministry needs. This role involves recruiting, screening, interviewing, and matching appropriate candidates to serve with both our own organization and external Christian mission organizations operating in the country. Based in Bangkok, the coordinator's goal is to provide well-vetted, impactful internships that serve the mission community while giving participants essential field experience. 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

- **Field Partner Vetting and Needs Assessment:** Cultivate and maintain strong relationships with local churches and mission organizations across Thailand, consistently documenting their specific ministry needs and capacity to host interns.
- **Recruitment and Candidate Screening:** Drive the recruitment process, review all applications, conduct thorough interviews, and manage the collection of references to ensure only spiritually and professionally appropriate candidates are accepted.
- **Intern-to-Ministry Matching and Placement:** Serve as the primary liaison to match selected interns to the most suitable partner organization or internal ministry placement based on the intern's skills, gifts, and the host's defined needs.
- **Administrative and Onboarding Logistics:** Coordinate all pre-arrival logistics, including visa/immigration guidance (working with the [Immigration Supervisor](#)), necessary housing arrangements, and comprehensive on-site orientation upon arrival in Thailand.
- **Pastoral Care and Monitoring:** Provide ongoing pastoral care, discipleship, and cultural debriefing for all interns, serving as the central point of contact for personal or professional issues and managing crisis response when necessary.
- **Program Evaluation and Reporting:** Implement a system for mid-term and final performance evaluations for both the intern and the host organization, compiling data to measure program effectiveness and report on mobilization outcomes.

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

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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.