

**Position Title:** GRBY Global Mission Coordinator

**Position Type:** Part-Time Fundraised, Sept 1 - Dec 31 (at Bridge Street Ministries, Grand Rapids, MI)

Full-time Fundraised, Jan 1 - March 1 (in Guatemala City, Guatemala)

**Position Hours:** 10-15 hours/wk, Sept 1 - Dec 31 (at Bridge Street Ministries, Grand Rapids, MI)

40+ hours/wk, Jan 1 - March 1 (in Guatemala City, Guatemala)

**Position Pay:** \$17-20 hour. Fundraising goal: \$8,500 - \$11,000. BSM covers all travel and ministry expenses.

**Purpose:** To oversee all planning, coordinating, team training, and communication for a 2-month service learning experience in Guatemala City, Guatemala. This person will provide leadership for the team in Guatemala as they serve our partners there, and offer a few days of follow-up support and wrap-up after the trip.

**Goals:** Students will increase their cultural intelligence, they will experience the global scope of the church, and grow in their understanding of the Christian response to poverty, and our international partners will be supported in their ongoing mission.

**Reports to:** GRBY Director

**Primary Responsibilities:**

1. (50%) Team Preparation and Leadership. Preparation of the team of GRBY students includes 2-hour weekly trainings between September 1 and December 31. Training will include cultural education, introductory Spanish lessons, international travel, team building, and planning ministry opportunities (classes, projects, etc.). This person is responsible to gather and purchase all materials and supplies needed for living and serving in Guatemala. Once in Guatemala, this person is responsible for overseeing the physical, emotional, relational, and spiritual well-being of the team. This person will ensure safe travel to and from Guatemala, and overall safety of students on the ground, maintain regular communication with our host to ensure housing, transportation, and meals are adequate. This person will facilitate weekly team check-ins and cultural learning experiences and process them with students.
2. (30%) Serving our International Partner. This person is responsible for coordinating an effective ministry experience that serves the long-term mission of Vides Plenas, our partner ministry in Guatemala. This includes communication with the leadership at Vides Plenas to determine how we can best serve them. There will be a complete and organized ministry plan approved by Vides Plenas before leaving for Guatemala. Once in Guatemala, this person will maintain communication with Vides Plenas including at least 3 in-person check-ins with their leadership at the beginning, middle, and end of the 8 weeks, and weekly planning sessions with the team to ensure that the team is effectively serving the mission of Vides Plenas during the trip.
3. (20%) Team Engagement - Be present and contribute to the weekly All Staff Meeting, and weekly GRBY Team Check-in and program development meetings. Facilitate brief weekly check-ins with meal prep and cleaning teams. Be present at morning prayer times at least three times per week.

**Qualifications:**

- Follower of Jesus and actively involved in a local church
- Adhere to BSM statement of faith
- Adhere to BSM code of conduct
- Have a personal calling to Christ-centered discipleship and urban ministry
- Experience in team leadership is required.
- Experience in international travel and/or mission work is required.
- Experience leading teams internationally is preferred.
- Ability to work well independently, as well as with a team
- Effective communication and conflict resolution skills
- Eager to grow personally and professionally
- Must be fluent in Spanish.

