



## Ministry Relations Coordinator Job Description

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**Title:** Ministry Relations Coordinator

**Positional Accountability:** Reports directly to the Director of Ministry

**Position Summary:** The Ministry Relations Coordinator (MRC) supports the overall ministry of 127 Worldwide, including our work with individuals (advocates), churches, and global partners. This is a career-path role with the long-term goal of transitioning into a full-time position with expanded ministry responsibilities.

The MRC will work directly under and in close collaboration with the Director of Ministry (DM). This role includes providing administrative support to the DM by maintaining the DM and ministry calendar, organizing details related to various ministry initiatives, assisting with travel arrangements for the DM and Go Teams, and helping administratively support engagement with our global partners.

A primary focus of this role will be supporting our work with advocates and churches in the United States. Much of this work will involve ministry coordination, while also cultivating and strengthening our growing network of advocates and churches.

The MRC will also assist with the mobilization of short-term Go Teams. Responsibilities include helping recruit and prepare team members, coordinating training processes, and organizing the logistical details and itineraries for team travel.

This position offers opportunities to learn about the ministry in meaningful ways that help prepare the individual for growth within the organization.

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### Key Responsibilities

1. Provide administrative support to the Director of Ministry by managing and maintaining the ministry calendar.
2. Organize and coordinate details related to ministry initiatives, meetings, and projects.
3. Assist with travel arrangements and logistics for the Director of Ministry and short-term Go Teams.
4. Provide administrative support for communication and coordination with global ministry partners.

5. Support engagement with advocates and churches across the United States.
  6. Help cultivate and maintain relationships within the advocate and church network.
  7. Maintain records and communication related to advocates, churches, and ministry engagement.
  8. Assist in recruiting participants for short-term Go Teams.
  9. Coordinate training and preparation processes for Go Teams.
  10. Organize logistical details, itineraries, and schedules for Go Teams.
  11. Assist with planning and coordination of ministry events, gatherings, and engagement opportunities.
  12. Provide follow-up communication with advocates, churches, and team members.
  13. Support ministry projects and initiatives as directed by the Director of Ministry.
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### **Preferred Skills and Qualifications:**

1. Strong organizational and administrative skills with the ability to manage multiple tasks and deadlines.
2. Excellent written and verbal communication skills.
3. Ability to coordinate logistics, schedules, and travel arrangements with attention to detail.
4. Experience working with churches, ministries, or nonprofit organizations preferred.
5. Strong relational skills and the ability to build and maintain positive relationships with advocates, churches, and ministry partners.
6. Ability to work both independently and collaboratively as part of a team.
7. Demonstrated initiative, flexibility, and a willingness to learn.
8. Comfortable working in a cross-cultural ministry environment.
9. Basic proficiency in common digital tools (Google Workspace, CRMs, Slack, WhatsApp, etc.)
10. Alignment with the mission, vision, and values of 127 Worldwide.
11. Passion for the unique work of 127 Worldwide.
12. A college degree is strongly desired.
13. Must have the desire to grow in their role.

### **Corporate Expectations:**

1. The MRC is expected to adhere to the guidelines and expectations outlined in the Employee Policies and Procedures Manual.
2. The MRC is expected to uphold the stated values of 127 Worldwide and, as a representative of the organization, to treat all people with respect and the highest standards of professionalism.
3. The MRC is expected to conduct themselves to the best of their ability according to Biblical beliefs and standards.
4. The MRC is expected to consistently participate in activities, personal networking, and promotions that directly contribute to the growth of 127 Worldwide's community of supporters, donors, and volunteers.

5. The MRC is expected to participate in staff calls, meetings, conferences, etc. as requested by the ED.
6. The MRC is expected to regularly attend weekly staff meetings and be present in the office two days per week at minimum.

**Job Type:** Part Time Non-Exempt. Approximately 20 hours per week.

**Compensation and Benefits:** Salary comparable to similar nonprofit standards based upon applicant's experience and qualifications. Benefit packages are defined in the 127 *Worldwide Employee Handbook*.