



South America Mission

1021 Maxwell Mill Rd., Ste. B
Fort Mill, SC 29708

Job Description

Title: Mobilization Coordinator – Part Time (up to 30 hrs. per week)

Department: International Staff Development

Date: October 2011

Job Purpose: Facilitate the recruitment and placement of new missionaries within the South America Mission as a part of fulfilling the vision of seeing the church in South America multiply and transform its communities.

Experience & Skills:

- Spiritual maturity and familiarity with scripture.
- Strong people and communication skills with attention to service.
- Experience desired in business management with organizational skills.
- A commitment to world missions.
- Internet Technology and media skills.
- Spanish preferred.

Job Duties: (sample)

- Organization and management of files and contacts of all applicants to South America Mission. Recruitment and initial development of applicants from preliminary form to appointment.
- Partner with director on status and tracking of current applicants.
- Communicate to applicants the processes of joining SAM.
- Facilitate process for Interns from application, to appointment, to field.
- Assist in the planning and execution of Candidate Orientation, Weekend of Discovery and other related seminars.
- Assist in networking of school/college contacts.
- Represent South America Mission on university and church campuses as requested.
- Attend bimonthly personnel meetings and update meeting agenda.
- Additional duties as assigned.

Supervision: This position reports to the Director of International Staff Development.

Principles & Practice: Your position is of great importance. You will be the primary contact person for each applicant throughout the discovery process. The Mobilization Coordinator therefore, is a position requiring prompt response with a joyful, positive, and kind attitude; which are all qualities necessary for recruitment.

Ultimately though, our ministry here within South America Mission is to give God the glory. Ephesians 1:14 "... to the praise of His glory."

Contact: Amanda Rodriguez @ (803)802-8580 www.southamericamission.org