

Job Announcement

Job Title: World Missions Center Coordinator

Department: Student Life and Athletics

Reports To: Jenni Shepard – Vice President

Pay Status: Non-Exempt

Position Status: Full Time

Approved By:

Jenni Shepard

Position Summary: The World Missions Center Coordinator supports the mission, vision, and strategic direction of the University by developing, coordinating, and promoting global missions opportunities for students. This role provides leadership in organizing short-term mission trips, fostering partnerships with mission organizations, and encouraging student engagement in global ministry, consistent with the University's Baptist identity and Christian mission. The coordinator works closely with the Student Life team to support the development and discipleship of students. Responsibilities include but are not limited to the following:

Primary Responsibilities:

- Coordinate all university-sponsored world mission trips, including logistics, communication, budgeting, and post-trip follow-up.
- Directly lead the planning and execution of 1–2 university-sponsored mission trips annually.
- Develop and maintain clear timelines, communication plans, and processes for all mission trip participants and leaders.
- Recruit, train, and support student participants for global missions experiences.
- Collaborate closely with the Student Life team to support student engagement, spiritual growth, and campus life initiatives.
- Partner with the Student Life Leadership Council to encourage student involvement in missions and leadership development.
- Support established local and regional mission efforts by collaborating with the SEND team, providing assistance and coordination as needed.
- Assist in planning and execution of World Missions Chapel services and related programming.
- Coordinate and promote the annual World Missions Fair, including vendor engagement and event logistics.
- Build and maintain partnerships with mission agencies, churches, and global ministry organizations.

- Work directly with established missions organizations such as the North American Mission Board, International Mission Board, and ABWE to strengthen relationships and facilitate student participation in organization-sponsored mission opportunities.
- Provide guidance and resources to help connect student with both university-sponsored and external global mission opportunities.
- Maintain accurate records of mission trips, partnerships, and student involvement.
- Ensure compliance with university policies, risk management procedures, and international travel requirements.

Other Student Life Duties

- Will have an active voice on the Orientation Committee and will assist with planning Orientation for New students
- Will Collaborate with the staff leaders of the Equip, Serve, Send, and Call Teams for the Student Life Leadership Council.
- Will attend all necessary student life meetings and actively engage in preparing
- Team approach (all hands on deck) in Student Life as it relates to the monthly student life large events.
- Collaborates with the team for New Student Move In, Returner Move In, and Orientation Events
- Performs other duties as assigned by the Vice President for Student Life and Athletics.

Work Environment/Physical Requirements of the Job: Standard office environment with frequent with students, occasional evening and weekend work required, international travel required for missions trips.

Minimum Education & Experience Requirements: Bachelor's degree required; degree in ministry, missions, or a related field preferred. Demonstrated commitment to the Christian faith and alignment with Baptist doctrine and the University's mission. Experience in missions work, ministry leadership, or cross-cultural engagement preferred. Strong organizational, communication, and event-planning skills. Ability to manage multiple projects and meet deadlines. Experience working with college students or in a higher education setting preferred. Willingness to travel internationally as needed.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

Additional Responsibilities: Other duties assigned by VP of Student Life and Athletics

Knowledge, Skills, and Abilities: Effective interpersonal and relational skills, strong administrative and project management abilities, public speaking and presentation skills, cultural awareness and sensitivity, ability to work independently and as part of a team.

Minimum Education & Experience Requirements: Bachelor's degree required

Application Submission Process:

Please submit completed TMU application and resume to:

Jenni Shepard

Vice President for Student Life and Athletics

jshepard@truett.edu

Truett-McConnell University

100 Alumni Dr., Cleveland, GA 30528

Deadline to submit resumes: **Until Filled**

Truett McConnell University does not illegally discriminate against any individual for reasons of race, color, national origin, age, disability, or veteran status; however, the University may discriminate on religious grounds in its employment practices in order to fulfill its mission. It is the policy preference of Truett McConnell University to hire employees who are Christians, active in their churches and supportive of the goals of the University. Preferences in hiring exist for persons of the Southern Baptist faith. The University is also committed to building a more ethnic and racially diverse faculty.