

## **Mission Team Coordinator**

Location: Thessaloniki, Greece

### **Ministry Description**

At Hope Church Romania, we are passionate about reaching people in the local, regional and international communities for Jesus. We want to fulfill the spiritual and physical needs of the people according to the teaching and practice of Jesus Christ in Matthew 9:35-38. We accomplish this through several projects and are growing rapidly as a ministry!

We are looking for a talented candidate to manage our short-term mission teams visiting Greece to serve alongside our ministry partners. This person will play a key role in establishing a stable office in Thessaloniki.

### **What you will do**

- Schedule short-term mission trips in cooperation with the Executive Assistant
- Coordinate food, lodging and transportation accommodations for mission teams
- Manage ministry schedules
- Nurture current ministry partner relationships & serve alongside them
- Establish new ministry partner relationships within the community
- Develop new ways to engage the local community and culture through activities, events and programs
- Additional duties will be added as ministry grows and expands

### **Who you are**

- Has a passion for and deep understanding of administration, relationship building, and ministry in our areas of interest
- Bilingual in Greek preferred, but not required
- Excellent problem solving and analytical skills, with an exceptional ability to multi-task and prioritize
- Proficiency in Microsoft Word, Excel, Powerpoint, and Google Docs
- Experience in group management and scheduling
- Ability to build effective relationships cross-culturally
- Thrive in a constantly changing but always exciting environment! Flexibility is key!