



Job Description

1. **General Job Title:** Short Term Missions Account Manager – Summer Staff Coordinator
2. **Location:** Irving, Tx
3. **Classification:** Exempt
4. **Reports to:** Director of Short Term Missions
5. **Position Type:** Salary
6. **Revised Date:** August 2021
7. **Basic Function and Scope of Responsibilities:** Under the supervision of the Director of Short Term Missions, the Mission Account Manager will be assigned a group of participants to coordinate their travel to Zambia for Camp Life annually. This role's main project is to recruit, hire and lead college volunteers as they play a critical role in our summer program. This role will also be responsible for administrative support, assisting the Director of Short Term Missions. To succeed in this role, you must be detail oriented, available to spend June and July in Zambia, a great team player, spiritually fit to lead the college students in a discipleship program and passionate about Family Legacy's mission.
8. **Principal Responsibilities:**
 - Represent Family Legacy in a positive, pleasant manner by providing excellent customer service at all times. Serves as a role model and adheres to Standards of Behaviors. Handles requests and concerns in a friendly, fair, and impartial manner. Supports the Ministry's mission, vision, and values
 - Recruit, interview, hire and train 30-40 college students to volunteer at Camp Life
 - Lead 30-40 college student volunteers at Camp Life in Zambia during June and July annually
 - Develop and maintain relationships with trip participants
 - Manage the distribution, collection and completion of all essential trip paperwork and fees
 - Coordinate the promotional and marketing items for mission trips
 - Provide information, tips, and encouragement to participants
 - Work with travel agents to make travel arrangements for trip participants
 - Coordinate lodging for trip participants
 - Manage ministry supplies for Camp Life
 - Coordinate sponsorship trip visits
 - Ensure staff and Camp Life participants are prepared with all necessary items
 - Assists with accounting and receipting for Short Term Missions finances.
 - Perform other job-related duties as assigned
9. **Education Requirements:** Bachelor's degree
10. **Training, Skills, Knowledge and/or Experience:**
 - Strong interpersonal/human relation skills
 - Project management skills
 - Proficient in Excel
 - Ability to interact with diplomacy and tact amid influential constituents and diverse groups



FAMILY LEGACY

- Ability to maintain relationships with significant and influential individuals
 - Ability to solicit donations (including gift in kind, financial contributions, services, volunteers, as well as physical items, etc.)
 - Ability to resolve conflict in a Biblical manner
 - Ability to lead Bible studies and/or discussions
 - Ability to demonstrate flexibility and adapt to various situations
 - Ability to maintain high level of confidentiality
 - Ability to be a team player
 - Organized, detail-oriented and ability to multi-task and prioritize
 - Pro-active and solutions-oriented eager to take on new challenges
 - Able to communicate persuasively -- both orally and in writing.
 - High energy and enthusiasm
 - Able to strike the balance between working as a team as well as independently to manage individual workflow
 - Ability to work under pressure
11. **Supervisory Responsibility:** Provides guidance, leadership, and training to other employees and/or volunteers
12. **Working conditions:**
- Working from the Irving, TX office Monday-Thursday with the ability to work from home on Fridays.
 - Physical Effort -Family Legacy required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel crouch or crawl; talk or hear; taste or smell. FLMI lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts or working conditions. Family Legacy Missions International, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.