

## **JOB DESCRIPTION: LOGISTICS COORDINATOR**

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<b>Department:</b>	One More Child Global
<b>Reports To:</b>	Director of Operations
<b>Recruited By:</b>	Vice President of Global Childcare
<b>Approved By:</b>	Vice President of Global Childcare
<b>Organizational Unit:</b>	One More Child Global
<b>Status:</b>	Full-Time
<b>Classification:</b>	Exempt

### **JOB SUMMARY**

The Logistics Coordinator position will provide leadership in all travel-related aspects of One More Child Global's programs. Responsibilities will include the coordination of all travel-related needs for both Global staff and volunteers, and effective management of assigned resources. This position will require knowledge of all aspects of our ministry, communicating confidence in our abilities, and inspiring others to join in our work. It is integral to the growth of One More Child and ultimately to the children around the world that need our help.

### **ESSENTIAL DUTIES AND FUNCTIONS**

- Research, coordinate, and secure all travel logistics for individuals and groups supporting the efforts of global projects domestically and internationally, including but not limited to hotel and flight accommodations, and ground transportation.
- Provide guidance, and support as needed, with procedures necessary for travel, such as passports, visas and other documentation. When necessary, work with international partners to secure visas.
- Ensure that travel needs are met within the constraints of the organizational budget, demonstrating effective stewardship of all resources and approving expenses as outlined by One More Child Global policies and procedures.
- Research and maintain new (and existing) travel partnerships and accommodations in order to effectively reduce cost to team members and maximize the resources of One More Child Global.
- Operate with superb attention to detail, and a proactive awareness of the inter-related nature of all global operations.
- Assist in the tracking and reporting of all travel-related activities and expenses.
- Develop the processes needed internally and externally to facilitate individuals and groups to join in our ministry to children internationally.
- Work as an integral part of the Global Childcare Team in strategic planning, accomplishing ministry goals, and leading our team with communication expertise.
- Communicate with individuals, groups, and churches the vision to help children and inspire them to action.
- Some travel required. Up to 20% of duties are performed in the field.
- Accept other duties as assigned.

## EDUCATION AND EXPERIENCE

### Education Required:

- High School diploma or its equivalent, with advanced education preferred.
- Desire to do additional systematic self-study and other training to upgrade knowledge and skills.
- Proficient use and knowledge of airline systems/schedules, Microsoft Office (Outlook, Word, Excel, etc.), and internet browsers.

### Experience Desired:

- Experience in international missions, budget management, and strategic planning. Direct experience in working with nongovernmental organizations (NGOs) is a plus.
- Solid knowledge of Southern Baptist policy at local, state, national & international level would be a valuable asset.
- Experience working with donor software and databases such as Raiser's Edge and Luminate are desirable skills.
- Knowledge and practice of Spanish, both written and spoken, is a plus.

## KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

### Administrative:

- Ability to work with personnel in all phases of international childcare.
- Ability to develop and execute a strategic plan.
- Ability to counsel and guide and yet leave room for the development of wholesome and creative participation and contribution of those with whom he or she works.
- Ability to delegate and share responsibilities with other personnel as the situation requires.
- Ability to take overall responsibility for the development and administration of a creative and comprehensive strategy.
- Ability to multi-task and excel in a fast-paced, high-pressure environment.
- Enthusiastic and professional customer service skills.

### Correlative:

- Ability to see the big picture and to bring those concepts to our International Childcare Team.
- Skill in correlating the international childcare program with all other divisions of work within the Florida Baptist Children's Homes.
- Skill in relating to other agencies and programs of the Convention which concern themselves with related matters.
- Ability to work within the prescribed channels of communication and protocol within the Agency and the Convention.
- Conviction that people have the capacity to grow and change.
- Ability to establish positive relationships with children, youth, and adults.
- Sensibility to the cultural differences that exist among the organization's service population and staff.

**Technical:**

- Knowledge in the ways of implementing effective international plans.
- Willingness to work with other staff in effecting long range planning for the overall program.
- Ability to communicate effectively in written and verbal formats. Have the necessary expertise to guide our staff and ministry in helping children internationally.
- Skill in working with public officials, judges, Board members and other professional groups.
- Ability to relate to pastors and other denominational personnel in engaging their support and assistance in developing the programs of the Florida Baptist Children's Homes.

**SPIRITUAL QUALIFICATIONS**

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation. It is preferred that this call has been confirmed by a public commitment and dedication of life.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer, and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be an active member of an evangelical New Testament Church.
- Engage in witness activities as a normal part of life.

**PHYSICAL DEMANDS**

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**These physical requirements are not exhaustive and the Company may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. Ability to lift up to 50 pounds (boxes, documents, luggage and equipment) may be required on occasion.

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**WORK ENVIRONMENT**

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The worker is subject to both environmental conditions. Activities occur inside and outside.

*I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.*

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Dated: \_\_\_\_\_