

Job Information:

Title: Mission Trip Coordinator
Location: Houston, Texas
Job Department: Programs
Supervisor: Vice President, Programs

**Job Purpose:**

The primary function is to be responsible for all aspects of mission trips including policy and procedure compliance as related to country specific mission opportunities. Communicate Living Water International's Christian ethos and demonstrate a quality of spiritual life that is an example to others.

Core Characteristics:

These principles guide and identify us as colleagues and representatives of Living Water International:

- Passionate about the ministry of Living Water International
- Trustworthy
- Diligent
- Servant Minded
- Collaborator/ Team Player
- Innovator
- Personable

Key Responsibilities:

- Receive and promptly respond to inquiries both by email and phone regarding mission opportunities as related to specified country
- Prepare and maintain the trip binders
- Prepare and maintain the trip schedule
- Prepare necessary documents including travel request form, registration packets
- Mail necessary travel information and packets
- Set up and maintain mission trip participants using "events module" in database including setting up constituent records, confirmation that all forms and payments have been received and are linked to constituents record and recording other important facets of the trip
- Coordinate details of trip with in-country personnel providing information as needed such as number of participants, gender of participants, donor information for plaque (if required), flight schedules and any changes from the "normal" schedule
- Ensure that all complies with organization's policies and procedures
- Pass flight documents to participants and make sure they understand airport procedures both here as well as at their destination country
- Provide travel coordinator, in timely manner, with information necessary to order airline tickets and make other travel arrangements
- Navigate relationships with, as well as expectations of donors, team leaders, group organizers and participants to ensure a good experience for all
- Ensure accurate filing of completed trips

Core Competencies:

- Organized
- Exceptional attention to detail
- Ability to Multitask
- Strong Communication Skills- written and verbal
- Familiarity with international development issues, strategies and theories
- Apply creative solutions
- Basic Computer Skills (i.e. MS – Office, Excel)

**Working Environment / Conditions:**

- Standard office environment.