

FREE METHODIST WORLD MINISTRIES CENTER JOB DESCRIPTION



Missionary Deployment Coordinator Part-Time (20 hours per week) Remote/Hybrid (periodic travel or in-person participation as needed)

Ready to make a difference? As an exciting Christian nonprofit global ministry, the Free Methodist Church – USA has an excellent career opportunity for a bright, energetic, organized, personable candidate with a heart for ministry.

Guiding Principle

FMWM organizes around primary responsibility, while intentionally building collaboration and shared systems across teams.

Key Relationships

The Missionary Deployment Coordinator reports to the Mobilization Team Lead and works in close partnership with the Missionary Care Team Lead, Area Directors, and other FMWM personnel involved in missionary appointment and deployment.

The role coordinates with Human Resources, Finance, Development, Communications, and other ministry partners to support clear, consistent movement through the missionary deployment process.

The Missionary Deployment Coordinator also collaborates with personnel responsible for FMWM systems and processes to strengthen deployment workflows, maintain systems continuity, and support effective transfer of institutional knowledge.

Position Summary

The Missionary Deployment Coordinator (MDC) provides coordination and process continuity for individuals moving through FMWM's missionary interest, candidate, appointment, and deployment process. This role serves as a primary point of process continuity, helping candidates understand the next steps necessary to move them toward appointment and readiness for field service, while ensuring that the appropriate FMWM leaders and denominational departments have the information needed to carry out their responsibilities. Working closely with the Mobilization Team Lead, Missionary Care Team Lead, Area Directors, and other FMWM personnel, the MDC helps ensure that required documentation, screenings, assessments, approvals, orientation, and pre-field requirements are completed in a timely and consistent manner.

Success Indicators

- Missionary candidates experience a clear, consistent, and well-communicated pathway through candidacy, appointment, and deployment.
- Required documentation, screenings, assessments, approvals, and pre-field requirements are accurately tracked and completed at the appropriate stages.
- Candidate and deployment records are current, accurate, and accessible to appropriate personnel.

- Transitions from initial inquiry into the candidate process, from candidacy to appointment, from appointment to deployment, and from deployment to ongoing field service are clear and coordinated.
- Mobilization, Missionary Care, Area Directors, and collaborating departments receive timely information to carry out their responsibilities for the missionary candidates.
- Deployment processes and supporting documentation are understandable, consistent, and sustainable through personnel and leadership handoffs.

Key Responsibilities

Candidate Inquiry, Appointment, and Deployment Process Coordination

- Coordinate the administrative process from initial inquiry through candidacy, appointment, and deployment.
 - Serve as a welcoming first point of contact for those contacting the Mobilization Team
 - Guide candidates through the requirements identified for their pathway, providing clear communication regarding documentation, expectations, and next steps.
 - Track completion of requirements for the candidate's pathway, including applicable references, screenings, assessments, interviews, medical clearances, and departure approvals.
 - Coordinate appointment-related communication and documentation with appropriate FMWM leaders and departments.
 - Maintain accuracy of candidate personnel records demonstrating completion of requirements and appointment decisions.
 - Follow up with candidates and responsible personnel when action or information is needed.
 - Coordinate workflows with Human Resources, Finance, Development, Communications, and other departments, ensuring that required steps are initiated and completed by the responsible people or departments.
- Respond to process questions and connect candidates with the appropriate leader or department when questions fall outside the MDC's area of responsibility.
- Collaborate with the Mobilization Team Lead and Area Directors throughout discernment, assessment, and appointment consideration.
- Coordinate the operational transition into field service, working with the Missionary Care Team Lead and Area leadership to support a clear handoff into ongoing onboarding, leadership, and care.

Systems, Records & Workflow Coordination

- Maintain accurate candidate and deployment information in established FMWM systems.
- Maintain appropriate documentation and records related to candidacy, appointment, and deployment.
- Coordinate workflow among candidates, Area Directors, field leaders, and appropriate FMWM departments.
- Monitor process status and follow up when actions or information remain outstanding.
- Maintain deployment-related procedures, forms, checklists, and process documentation in coordination with the Mobilization Team Lead and appropriate systems personnel.

Cross-Team Administrative Responsibilities

- Coordinate with FMWM and other denominational departments to compile and send Team Talk, a consolidated monthly communication for FMWM missionaries.

- Coordinate with the Missionary Care Team Lead to ensure required missionary staff maintain compliance with Child Safety Training and the Statement of Accountability.
- Provide administrative assistance for the Mobilization Team.
- Participate in FMWM office prayer gatherings and FMCUSA chapel as the work schedule permits and attend or review FMCUSA staff meetings to remain informed of information relevant to the role.

Qualifications

- A growing relationship with Jesus Christ and commitment to the mission, values, and theology of the Free Methodist Church.
- Demonstrated understanding of and commitment to global mission and cross-cultural ministry; personal cross-cultural experience and/or ministry experience preferred.
- Strong relational and communication skills via email, phone, video calls, text, and chat, with the ability to guide people with clarity, patience, and care.
- Ability to collaborate across roles and departments while respecting areas of responsibility and authority.
- Experience in missions, ministry, nonprofit administration, or a related field preferred.
- Relevant education, training, or equivalent experience demonstrating readiness for the role.

Required Core Competencies

Process Coordination: Strong, detail-oriented organizational skills with the ability to keep multi-step processes moving forward while maintaining clarity regarding responsibilities, status, and next steps.

Initiative, Organization & Follow-Through: Takes responsibility for moving assigned processes forward, anticipates needed next steps, maintains accurate information and details, and works independently without requiring ongoing prompting, while recognizing when direction or input from others is needed.

Relational Communication: Communicates clearly and graciously with candidates, missionaries, leaders, and colleagues throughout complex or sensitive processes.

Systems Aptitude: Learns and uses established digital systems effectively (online forms, databases, and digital communication) and contributes practical insight to their continued improvement.

Sound Judgment & Confidentiality: Handles sensitive information appropriately and exercises good judgment regarding when to act, when to seek input, and when to refer decisions to others.

Collaborative Practice: Works effectively across teams while respecting primary responsibility, authority, and specialized expertise.

Cross-Cultural Awareness: Demonstrates sensitivity to differing cultural, ministry, family, and field contexts.

Adaptability: Responds constructively to differing candidate pathways and evolving ministry needs while maintaining appropriate process consistency.

Other Duties & Role Flexibility

This job description reflects the position's primary responsibilities but is not intended to include every possible duty or task. Responsibilities may evolve as missionary deployment processes, ministry needs, and team structures develop. The MDC may be asked to carry out additional related responsibilities consistent with the nature and available hours of the role, in coordination with the Mobilization Team Lead.

Work Environment & Physical Requirements

This position involves primarily computer-based and administrative work, including regular use of email, video conferencing, online forms, databases, and other digital systems. The role requires the ability to communicate effectively with individuals across multiple locations, time zones, and languages.

Periodic travel or in-person participation in FMWM meetings, orientation activities, training, or other ministry events may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Interested individuals should submit a resume, statement of faith and complete an online application at:

<https://www.cognitoforms.com/FMCUSA1/EmploymentApplicationFreeMethodistWMC>.

If there are any questions, please direct them to Bryan Williams, Mobilization Team Lead, bryan.williams@fmcusa.org.