

Title: Third Culture Kid Program Coordinator

Department: Fieldprep

Reports to: Fieldprep Director

Classification: Full Time, Non-exempt, 32-40 hours a week

SUMMARY: Frontiers is a Christian, faith-based non-profit partnering with churches to send their workers overseas. Third Culture Kids (TCK) Ministries serve the kids and families of our organization that they may thrive in life on the field. This individual provides the impetus for the continued coordination and development of kids' programs offered by the US Sending Base (USSB).

ESSENTIAL RESPONSIBILITIES:

- Coordinate and oversee or lead programs for kids/Third Culture Kids (TCKs) at all Candidate Schools and Oasis retreats. This includes being the point person for parents before and during these events. This position often interacts directly with children.
- Develop and maintain volunteer pathways (recruiting, vetting, training, overseeing, and debriefing).
- Ability to attend Candidate School and Oasis, even when they are out of town
- Assist the TCK Team administratively as needed: Coaching appointments, assessments, debriefs, and event information
- Collaborate with Candidate School and Oasis Coordinators, and TCK Team on administrative matters (scheduling, planning, resource allocation, communication)
- Coordinate and gather materials for all age groups/classrooms (infant-teens).
- Establish clear and consistent communication with Fieldprep Department, TCK Team, TCK Volunteers, Candidate families, and other Departments
- Processing US TCK volunteer background checks for regional conferences, prayer events and International Conferences per HR's request

SKILLS/TRAITS:

- Is a self-starter, not requiring a lot of oversight to get the work done
- Strong relational and interpersonal skills
- Naturally initiates relationships with others
- Excellent written and verbal communication
- Attention to detail and ability to plan ahead
- Is flexible, willing to grow and learn through mistakes
- Ability to work under pressure
- Shows resourcefulness and is a problem solver
- Shows dependability, will follow through on assigned tasks and get the job done

- Seeks to understand the vision of the USSB Director, Fieldprep Director, and Barnabas Team Director and asks for counsel when prudent
- Heart for missions, cross-cultural workers, Muslims and ministering to kids/TCKs and families
- Knowledge of or willing to learn about TCKs

QUALIFICATIONS:

- Have a personal relationship with Jesus Christ.
- High school diploma or GED
- Associates or bachelor's degree preferred
- At least three years of experience with event planning and/or project management is preferred

Frontiers values the importance of life and work balance and offers flextime options. This job posting is a summary of the position. A full description will be provided during the recruiting process.

To apply, send a cover letter and resume to hr@frontiersusa.org. No phone calls please.