



Job Description for Short-term Mission Team (STM) Coordinator

- Job Title – Short-term Mission Team (STM) Coordinator

- Job Summary – Jungle Kids for Christ (JKC) is a growing ministry whose goals are to empower children of the Ecuadorian jungle through education, values and leadership. Throughout the school year JKC hosts many teams that come to help provide programs for our students, and needed manpower to complete our ongoing construction needs. The STM Coordinator will be the lead person in Ecuador to host, provide guidance and coordinate logistics for the teams. We are looking for a passionate, hard-working, well-organized and self-motivated individual who is interested in a cross-cultural ministry and does well at interacting and communicating with a multitude of people.

- Responsibilities and Duties
 - Planning and executing the hosting duties of all teams who visit and serve with JKC.
 - Lead communication between JKC and team leaders.
 - Schedule and organize the team schedule based on school schedule, holidays, flights, other needs, etc.
 - Make lodging, transportation, and food accommodations.
 - Communicate per diem costs with team leaders.
 - Maintain expense reports to keep track of team spending.
 - Provide support to team leaders as they plan.

- Communicate with your team in Ecuador (missionaries and school staff).
 - Organizing a strong follow-up and review process for each team season, includes evaluating trip fees and overall experience.
 - Brainstorming ideas for future teams.
 - Making connections with additional hostels and tourism locations.
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- Qualifications and Skills
 - Fluent in Spanish or able to learn Spanish.
 - Strong communication and organization skills.
 - Minimum 2 year commitment (plus language training)
 - Must be at least 18 years of age.
 - Must be able to work within a team and be a people person as you will be interacting with many people from the U.S. and Ecuador.
 - Agree with our statement of faith and abide by our code of conduct.
 - Must raise your own support.
 - Any prior experience with STMs is preferred.
 - Must be flexible and willing to experience new things