**DIVISION:** Ministry Advancement

**LOCATION:** Remote

**REPORTS TO:** Spanish Ministry Specialist

**TYPE OF POSITION:** **🞎** Full-time ⌧ Part-time 🞎 Volunteer **🞎** Intern  **🞎** Contract

**HOURS OF WORK:** 20 Hours/week, Monday – Friday

**PAY RATE:** $14.00-$20.00 per hour based on location and cost of living

**INTRODUCTORY PERIOD:** 90 Days

**THE MINSTRY ADVANCEMENT DIVISION’S PURPOSE**

To activate key influential youth ministry leaders around the world through involvement with Dare 2 Share programs and resources in order to mobilize them to multiply Gospel Advancing Leaders in order to fuel the global Gospel Advancing Movement.

**KEY DIVISIONAL OUTCOMES**

* A Gospel Advancing leader in every continent, country, and community.
* 1,000,000 Gospel Advancing leaders worldwide in order to reach the 1,000,000,000 teenagers on the planet.

**POSITION SUMMARY**

The Spanish Ministry Coordinator (SMC) is a critical member of Dare 2 Share Ministries (D2S), providing administrative support with a high level of professionalism that will help D2S better serve the church in the Spanish speaking world. The SMC reports to the Spanish Ministry Specialist (SMS), and is responsible for a variety of clerical duties and projects, which support the ongoing vision of mobilizing Gospel Advancing leaders around the Spanish speaking world. Youth ministry is defined differently around the world, so these two pillars – church assisting and youth mobilization for peer-to-peer evangelism – need to be a priority for this role.

In addition to being a self-starter with sharp attention to detail, this person must be dependable, hardworking, flexible, team player, teachable, demonstrate the ability to manages priorities, display a positive attitude, and model the ministry’s core values.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

*The Work Examples and Competencies listed are for illustrative purposes only and not intended to be exhaustive.*

The SMC’s responsibilities include:

1. **Project Coordination – 67%** 
   1. Provide support to the SMS by helping coordinate various Spanish Ministry projects:
      1. Translate documents/resources from English to Spanish.
      2. Coordinate external translation projects through vendors and partner ministries.
      3. Maintain the Spanish Ministries Department social media up to date in order to increase engagement.
   2. Participate in cross-functional team meetings, as needed.
   3. Attend all Spanish Ministries Department meetings with partner ministries taking notes and organizing action items.
   4. Keep *Sales Force* updated.
   5. Proactively provide high quality internal and external customer service on behalf of the Spanish Ministries Department.
2. **Administrative Support to the SMS – 33%** 
   1. Daily and weekly check-ins with SMS.
   2. Provide administrative and calendaring support to the SMS. Use Sales Force and Outlook to coordinate touch points with key ministry partners.
   3. Support with partner ministries relationships.
   4. A variety of secretarial and administrative responsibilities such as printing, scanning, typing, filing, data entry, expense reports, etc.

**COMPETENCIES REQUIRED**

* Demonstrated organizational skills, including ability to work independently, determine appropriate priorities, and complete projects accurately and efficiently, despite competing deadlines.
* Demonstrated interpersonal skills to maintain a strict level of professionalism when interacting with a variety of people, including coworkers, Board members, Youth Leaders, partners, and the public.
* Proficient with Microsoft Office (including Word, Excel, PowerPoint and Outlook).
* Working knowledge of Sales Force and LMS platform.
* Bi-lingual: English & Spanish.
* General administrative skills including typing, operating office equipment, understanding of physical and electronic filing systems, ability to take accurate notes/minutes and similar.
* Excellent written and oral communication skills to be applied effectively both internally and externally.

**KEY PERFORMANCE INDICATORS FOR THIS POSITION:**

* Effectively track timelines and meet deadlines.
* Respond to correspondence in a professional and prompt manner.
* Perform at a high level of organizational excellence by proactively reporting, and demonstrating the ability to prioritize, providing additional capacity to the SMS.

The applicant chosen for this position must have no reservations about the Dare 2 Share Ministries (D2S) “Statement of Faith”, and must fully support the expressed mission of D2S.