



Job Description

Team Engagement works as a liaison between Missions Mobilizers, church team leaders, and Healing Nations team leaders to prepare budgets, plan travel, and book accommodations for Healing Nations' short-term, international trips and staff travel.

Date Established

August 2023

Department & Supervisor

Team Engagement, Dana Snyder (Director of Team Engagement)

Relationship to the Mission of Healing Nations

The mission of Healing Nations is to glorify God by cultivating spiritual and physical flourishing through cross-cultural ministry. Team Engagement directly contributes to this mission through the planning of trips that facilitate long-term, cross-cultural, and face-to-face ministry relationships between international and domestic partners.

Duties, Responsibilities, & Authority

- > Prepare trip handbooks for church teams
- > Prepare and update trip budget based on travel bookings and lodging information
- > Communicate clearly with team leaders and the finance department about trip costs and payments
- > Book airfare, travel insurance, and travel accommodations, communicate regularly with a travel agent
- > Coordinate wiring of money and cash withdrawal for the team
- > Prepare team leader with trip supplies and budget training
- > Flexibility to be "on call" when a team is in-country; book emergency travel if needed
- > Debrief and reconcile the budget with the team leader

Preferred Experience

- > Working with Excel and WordPress
- > Basic understanding of travel booking/industry is preferred
- > Task-oriented skillset

Strengths Required

Because of the dynamic nature of working with team travel and planning, and because of the task-oriented nature of planning international travel, working in Team Engagement requires the following strengths:

- > Self-motivated; Organized; Flexible; Relational; Problem-solver; Patient; Reliable; Faithful; Detail-Oriented; Takes Initiative

Skills Required

- > Familiarity with Microsoft Office 365 apps
- > Flexible in learning new systems and programs
- > Innovative in solving complex problems

Job Location

Salt Lake City, UT

Remote work (via computer and phone) should be expected