



## **Job Description Coordinator of Global Ministries**

### ***Overview:***

The Coordinator of Global Ministries (CGM) works as a full-time (40 hours per-week) employee of FUM and will serve as an active member of FUM's Global Ministries Team (GM Team). The CGM will coordinate schedules, communications, financial budgets and transactions, and other activities of FUM's Global Ministries Department. The CGM will provide administrative assistance to the GM Team and work closely with them to offer support to FUM's field-staff and global project partners.

### ***Responsibilities:***

- Coordinate with the General Secretary to
  - Manage GM (Global Ministries) emails and communications
  - Maintain GM records and files
  - Track project partners' activities, board appointments, etc.
  - Oversee the Living Letter's program
  - Contribute to the publication of the E-News
  - Schedule and assist field-staff with newsletter publications
  - Update GM printed materials and website content
  
- Coordinate with Director of North American Ministries (Development Officer) to
  - Track field-staff support
  - Manage field-staff fundraising travel schedules
  - Track project partners' funding needs
  - Assist with grants and funding proposals
  
- Coordinate with the Director of Financial Services to
  - Reconcile GM credit cards
  - Manage field-staff expense reimbursements
  - Prepare field-staff and project partner donation reports
  - Prepare wires and journal vouchers
  - Maintain "Special Project" ledgers
  - Prepare and monitor field-staff budgets and reports
  - Prepare and monitor GM restricted budgets and expenses

***Team Collaboration:***

- Attend staff meetings (weekly and monthly)
- Participate in regular meetings if the GM Team
- Contribute as a member of the E-News Editorial Team
- Meet regularly with the GM Team, fields-staff, and project partners
- Actively support and assist fellow staff members with mailings, welcoming guests, hosting General Board meetings, and other on-campus events.

***Accountability:***

The CGM reports to the General Secretary, who may assign other tasks and responsibilities in accordance with the mission of FUM.