



# PHOENIX AREA MINISTRY REP

## Job Summary

*The Phoenix Area Ministry Rep role is outlined below. The purpose of this role is to expand the reach of SALT Next Gen Ministries and provide training and sending opportunities for students and churches in the Phoenix metro area. This role reports to the Executive Director and coordinates with the Director of Partnership and Social Media Director.*

## Supervisory Responsibilities

- None.

## Main Duties/Responsibilities

### 1. Mobilization

#### 1.1. Follow-Up with Potential Recruits

Gather and organize information from recruiting events. Reach out in a timely and professional manner to parents, students, others who requested information on SNGM programs and opportunities. Identify genuinely interested and qualified and help them to take the next step in the recruiting process. Keep detailed and accurate logs of all communication with potential recruits and be prepared to share all relevant information with Executive Director and/or Director of Partnerships.

#### 1.2. Serve as Mobilization Staff at Recruiting Events

Set up recruiting booth and ensure a professional and engaging presentation at events. Pursue contacts at events and get information from potential recruits for follow-up. Make yourself available to parents and students outside of event times for further follow-up. Make suggestions to help improve the overall presentation of the recruiting booth and materials.

#### 1.3. Develop Contacts

Help interested contacts to take the next step in the recruiting process. Be prepared for additional phone calls, virtual calls, or in-person contacts to answer questions, provide detail, pray, and give counsel. Share all relevant information with Executive Director and/or Director of Partnership. Assist in the development of the recruiting workflow.

#### 1.4. Present SNGM and Mobilize as Invited

Be prepared to present the ministries and opportunities of SNGM as a representative of the organization. At times this may involve providing a brief in-person or virtual spoken presentation. At other times, this may involve preaching or teaching in addition to presenting the ministry of SNGM. In either event, coordinate and communicate the details of such an invitation with the Executive Director and/or Director of Partnerships. Be prepared to debrief following the presentation with SNGM leadership. Follow-up with all contacts made through such a presentation.

## **2. Content Creation**

Write original content in coordination with our Social Media Director for the SNMG website as well as relevant social media outlets and email newsletters. Develop ideas in coordination with the Executive Director, Director of Partnerships, and Social Media Director as needed. A steady stream of content is best rather than an erratic and unpredictable flow of posts. Plan out content posts in advance and coordinate the best “rhythm” of posts ahead of time with the Social Media Director and/or Executive Director. Be sure to avoid any instances of plagiarism. If utilizing sources and/or other material from books, articles, websites, blogs, etc., be sure to cite sources. Some images require credit as well and some images may not be suitable for public posting on our website. Check and clear any questionable images in advance with the Social Media Director and/or Executive Director.

## **3. Short-Term Trip Leader**

### **3.1. Trip Planning**

You will be involved in the process of planning short-term cross-cultural ministry experiences from your area of mobilization (our terminology for “short-term mission trips”). This will involve a great deal of communication and coordination. At times you will be asked to handle certain aspects of the trip planning. Each trip will be different and will require various degrees of investment. Be prepared to assist and fulfill all assignments in a timely and professional manner.

### **3.2. Pre-Trip Coaching**

You will be involved with and often asked to lead the training in advance of the trip itself. Often this will be done in a virtual setting. Materials will be developed and/or provided to you in advance. At times, you may be called upon to create training content for the trip. Be sure to coordinate and communicate through the training process. You are expected to provide feedback on the training curriculum itself. You will also be evaluated on your abilities as a trainer. At all times and with all training you lead, we expect you to reflect Christ and be professional in your conduct.

### **3.3. Trip Leading**

You will be given the responsibility to lead and/or co-lead a short-term trip. Each trip is different and will have different requirements. But all trips will require that you come spiritually ready to lead in a way that will encourage the spiritual lives of the trip participants as well as the ministry partners whom we will serve. The Executive Director will work closely with you on all aspects of the trip. Constant communication and frequent coordination with the SNGM team and the ministry partner overseas will be necessary to ensure a productive and meaningful experience. You will be expected to serve with integrity, faithfulness to Christ and the Gospel, love and care for the students on the trip, and maturity in all things. Strict adherence to our Code of Conduct will be crucial for the safety and well-being of all staff and students.

### **3.4. Post-Trip Debriefing**

The work of the trip is not over once you return home. You will be required to follow-up with students and, using the tools provided, gain insights into what worked well and what didn't for the trip. We want to always be improving how we do ministry so the trip will be evaluated as well as the trip leader. Be prepared to receive encouragement as well as constructive criticism. Show maturity in how you handle both and grow as a

result. Be sure to share all feedback with the Executive Director as well as with our ministry partners.

#### **4. Administrative**

There will be a variety of administrative functions that you may be called upon to assist with. These functions will no doubt involve a range of skills, time, responsibility, and a servant spirit. The expectation of the SNGM leadership will be that you will be ready to serve in any way called upon. You will be required to attend and participate in weekly and monthly staff meetings. Punctuality and professionalism is expected at all times.

### **Character and Competencies**

- Fulfills the character and qualifications of a SNGM staff member
- Desire and ability to work both as a self-starter and within a team environment.
- High attention to detail in all tasks, along with a drive to accomplish tasks.
- High-capacity person, able to handle a large diversity of details and projects in an ever-changing environment.
- Good analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Excellent people skills, especially the ability to network people together.
- Ability to handle sensitive issues, maintaining confidentiality as needed.
- Experience in Microsoft Office suite, Google docs, Dropbox, etc.

### **Required Skills/Abilities**

- Excellent verbal and written communication skills.
- Excellent interpersonal and what is otherwise known as “customer service” skills.
- Excellence in personal presentation and organizational representation.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.
- Overall willingness to be flexible and to adapt as needed.

### **Education and Experience**

- High school diploma or equivalent. College diploma preferred.
- At least two years related experience preferred but not necessary.

### **Expectations**

- Complete and submit an application and provide references
- Be an active member in good standing of a church of like faith and practice
- Doctrinal alignment with our Statement of Faith
- Agreement with our Ministry Philosophy
- Adhere to our Code of Conduct
- Support the mission and goals of SNGM and champion the ministry philosophy

## **Compensation**

- Currently, this is a support-raised position.
- Training provided for personal support fundraising
- There is a high potential for an established salary after a period of time.

SALT Next Gen Ministries is committed to providing the Phoenix Area Ministry Rep ongoing training and opportunities for personal and spiritual growth. It is our practice to provide training and member care for all our staff in order to ensure that they are thoroughly equipped and healthy to do ministry well. Our Leadership Team will also assist you as you raise resources you might need for your ministry needs.

## **About SALT Next Gen Ministries**

SALT Next Gen Ministries is a Christian, evangelical 501(c)3 ministry that exists to PREPARE students for cross-cultural ministry by PARTNERING in Gospel work with local churches and likeminded mission organizations, to ultimately PLACE the next generation on the global field to meaningfully serve in the advancement of God's Kingdom.

Our vision is to be part of a movement that sends 10,000 students to the nations by 2040 to serve at various levels in the advancement of God's Kingdom.