



Christian Veterinary Mission Job Posting: Short-Term Missions Coordinator

Christian Veterinary Mission is a Christ-centered organization, whose purpose is to walk alongside Christians in the veterinary community with the desire to bring glory to God through the use of their professional skills, whether serving in their own community or cross-culturally.

Animals are a bridge to relationships. Whether at a clinic in urban America, a veterinary school in Bolivia, the countryside of Mongolia or serving the Cherokee Nation, relationships are formed over the care of an animal. Trust is built, hearts are opened, and a seed is planted. Find out more about us at <https://cvm.org>.

Reporting to the CVM Missions Director, the CVM Short-Term Missions Coordinator is responsible for coordinating Short-Term Mission (STM) volunteers and trips to over 25 countries annually, while ensuring the Short-Term program reflects the CVM mission, values, and vision.

The STM Coordinator strives to make the program self-sustaining while pursuing Biblical mission mandates, STM industry standards, and sound community development objectives. The STM Coordinator works alongside CVM Deputy Directors to develop and maintain relationships with current host partners and develop new host partners where CVM veterinary volunteers will serve. They are responsible for promoting and marketing opportunities to the STM volunteer pool of veterinary professionals and providing orientation, encouragement, prayer, and training materials to team members about our STM partners and host information. The STM Coordinator manages and supervises the STM administrative staff and their responsibilities, and reports to the CVM Board of Trustees annually on the STM program. They also set the annual STM budget.

The salary range for this position starts at \$54,000/year. This position is available for remote workers eligible to work in and currently residing in the United States. For those residing in the Seattle, Washington area, the duty station would be the CVM headquarters office located in Lynnwood (North of Seattle) Washington. Occasion travel to CVM conferences or meetings may be expected.

Christian Veterinary Mission offers full benefits including Medical, Dental, Vision, Paid Holidays, Paid Time Off and participation in a 403b retirement plan. Our organization is a great place to work because we treat our staff as we would want to be treated.

What we want you to do in this position:

Coordinate with Missions Directors to promote and market the Short-Term Missions Program:

- Ensure that it reflects CVM mission and values.
- Maintain reports, pictures and stories appropriate for CVM publications and web usage.

Coordinate Short-Term Volunteer Engagement Process:

- Collaborate with CVM colleagues to develop Site Stacker structures and features to meet CVM organizational needs.

Coordinate with Missions Directors to develop trip opportunities, host site information and update country and trip information packets sent to STM participants:

- Annually update information packets for future participants.
- Produce and manage trip announcement process and web calendar.

Coordinate and evaluate administration of Short-Term trips and complete sending and receiving all necessary paperwork by correct dates:

- Provide back up support and track STM fundraising accounts, receipting and goods-in-kind and volunteer trip calls.

Manage Short-Term program to reflect CVM vision and strategy to make the program self-sustaining and to pursue Biblical mandates, industry standards and sound development objectives:

- Support CVM mission and vision and strive to develop self-sustaining programs.

Recruit, train and develop Short-Term Mission leaders:

- Provide material/information to continually improve training for trip leaders through online training and mentoring.

Supervise Short-Term Staff:

- Meet regularly to encourage, problem solve and provide direction. Set tone for STM office with administrative team.

Report regularly to the Missions Director:

- Provide written and oral reports about the STM program to staff, CVM Board of Trustees, or others, as needed.
- Work collaboratively with supervisor, coworkers, and customers.

What we want you to bring:

Education: Associates degree from an accredited college or university recognized by the US Department of Education. Related experience may be substituted on a year-by-year equivalence.

Experience: Served on or helped lead two or more Short-Term Christian mission outreaches of at least 5-20 days (about 1-3 weeks) and/or served in an international cross-cultural mission setting of greater than one year. Managed and/or trained adult volunteers.

Other Technical Skills: Word, Excel, Outlook, and other related software programs that would allow proficient database management, mail merging, accounting, electronic filing and mass document management and distribution. Willingness to learn and use Site Stacker, Sage Intacct, and Mailchimp as necessary. Online meeting systems such as Zoom, Microsoft Teams, and Google Meet are used regularly.

Other Skills and Abilities:

- A passion for effective short-term missions.
- Excellent written and phone communication skills.
- Excellent office management and organization skills.
- Flexible nature that can deal with the dynamics of volunteer engagement and international travel and planning.
- Ability and desire to develop more efficient volunteer sending systems.
- Ability to develop and write training and promotional material.
- Demonstrates enthusiasm for the Lord's work through STM and through the profession of veterinary medicine.
- Ability to schedule and plan on a timeline and manage details.

To express interest in applying, please send a resume and cover letter to: bfrye@cvm.org