



## **Mobilization Associate**

**TEAM:** US Operations • **STATUS:** Full-Time

### **Role**

The FAMM Mobilization Associate will provide support to the Mobilization Team and report to the Director of Mobilization. The purpose of this role is to assist with every aspect of FAMM's Mobilization, including Short-term Missions Trips, internships, and the residency program.

### **Responsibilities:**

- Relating to and with partner churches, both existing and new.
- Guide pre-trip preparation for individuals and churches
- Communication related to STMs
- Follow up with participants for post-trip applications and information
- Participate on FAMM STMs as a team member and assistant liaison as needed
- Assisting in creation and adaptation of STM training materials
- Generate and assess internal Mobilization reports
- Communication and recruitment of interns at college campuses and partner churches
- Logistical preparation for all mobilization programs
- Help lead the FAMM's residency (Apostolic Mobilization Residency)
- Other duties as assigned by Director of Mobilization and/or FAMM President

### **Expectations:**

- Passionate about serving on a Kingdom-minded team and recognize the importance of this role
- Commitment to FAMM values, goals and measurements of mission success
- Understand the FAMM vision, strategy and tactics
- Excellent administrative skills with an attention to detail
- Can exercise good judgement in a variety of situations
- Able to juggle and balance multiple tasks simultaneously and manage priorities
- Ability to communicate effectively with peers & partners regardless of social status or seniority
- Able to maintain high confidentiality with all information
- Able to work within a team environment, but also able to work autonomously
- Proactive in looking for ways to serve the Mobilization team, a self-starter

## **General Requirements:**

- Go on 2-4 FAMM STMs per year
- Work out of the Houston, TX office
- Work a 40-hour work week Monday through Thursday, and some Sundays in partner churches (Friday half-day and Saturdays off)

## **Skills & Characteristics:**

- Excellent time management
- High level of integrity
- Ability to multi-task and prioritize
- Capacity to anticipate the needs of those being served
- Attention to detail
- Ability to work under pressure of tight deadlines
- Problem solving
- Excellent written and verbal skills
- High aptitude in organizing and planning
- Proficient in Microsoft Office Suite and Adobe Acrobat

## **Compensation & Benefits:**

- Determined based on experience and skill level
- This is a support raised position, so time will be given for the fundraising season
- Includes Health and Retirement options
- Holidays, Days off are covered in the FAMM Handbook

## **How to Apply?**

- Email the Director of Mobilization, Derek Schuessler, at [derek@gofamm.org](mailto:derek@gofamm.org)