

TRANSFORMING THE TRIANGLE & THE WORLD.

Step into a Role that Fuels Your Heart for Our City and the Nations

Do you love seeing people connect with God's global mission? What about helping local community members boldly live out the Great Commission around their own city? As a Missions Coordinator at Crossroads Fellowship, you get to turn that passion into action—helping our church family reach the world with the love of Jesus.

Our thriving, non-denominational church in Raleigh, N.C. is searching for a passionate, part-time Missions Coordinator who will turn details into Kingdom impact. In this role, you'll spend 20 hours a week organizing mission events, communicating with warmth to volunteers and partners, and keeping our outreach efforts running smoothly—so that others can focus on sharing the love of Jesus. If you're energized by bringing order to big dreams and inspiring people to serve, you'll love helping our global mission come alive.

Our Church

Crossroads Fellowship exists “to develop fully devoted followers of Jesus Christ who want to transform the Triangle and the world.” We love God, love people, and make disciples. With two campuses in the Triangle area, we are a growing, non-denominational church passionate about connecting people to Jesus, one another, and our communities. You can learn more at crossroads.org.

Our Culture

At Crossroads, how we show up every day matters just as much as what we do. Here's what you can expect to see from our team:

- **Servant Leadership** – You'll join a team committed to humility, teachability, and going the extra mile for each other. We live with a “We, Not Me” mentality every day.
- **Integrity** – We keep our commitments, speak the best of each other, and build trust through honesty. We embrace crucial conversations in a Biblical way and aim to always “Do the Right Thing.”
- **Collaboration** – We believe “We Are Better Together.” Our team communicates openly, values diverse gifts and perspectives, and innovates through creative problem-solving across campuses and departments.
- **Passion** – We're “All In” for the Kingdom. Each of us brings energy, vision, and a desire to see people grow spiritually, personally, and professionally.

If this describes the kind of team you want to be a part of, you'll feel right at home with us.

The Role & Specific Expectations

As the Missions Coordinator, you'll get to:

- **Champion Connections:** You're the friendly face and welcoming voice for missions volunteers, partners, and guests.
- **Bring Order to the Adventure:** You keep projects humming—tracking details, managing budgets, and making sure every mission event shines.
- **Create Buzz & Momentum:** You help spread the word—crafting announcements, flyers, and web updates that inspire others to join God's work.

- **Make Ministry Happen:** You coordinate rooms, materials, and logistics so that every outreach event feels seamless and Spirit-led.
- **Fuel Big Dreams:** You notice opportunities to make our systems better and share fresh ideas to help the ministry grow.

You'll report to our Missions Pastor while collaborating closely with multiple other departments, pastors, staff, and volunteers to help ensure we connect people to the Gospel and to one another.

You'll Thrive Here If You:

- Love Jesus and want your daily work to point people to Him
- Enjoy organizing details so others can focus on the mission
- Communicate with warmth and clarity—whether it's an email to a volunteer or a quick hallway conversation
- Are ready to learn new tech tools (like Rock, eSpace, and more) to keep everything running smoothly
- Like to laugh, pitch in, and celebrate God's wins with the team

Required Qualifications

To be the one selected for this role, you need to have:

- A vibrant personal faith in Jesus Christ and a lifestyle that reflects a fully devoted follower
- Excellent communication skills and the ability to adapt to any audience with warmth and clarity
- Strong administrative and organizational skills, with the capacity to manage time, set priorities, and handle multiple projects in a fast-paced setting
- Self-initiative through taking ownership, follow-through, and ability to thrive with limited supervision
- Confidence, enthusiasm, and collaboration skills, even in challenging situations
- Comfortability using standard office equipment and software (Word, Excel, Outlook)
- Eagerness to learn new tools
- Dependability through commitment to regular, on-time attendance

Desired Qualifications

While not required, it would be a bonus if you have:

- Previous ministry or non-profit experience
- Experience coordinating volunteers or leading teams to accomplish shared goals
- Proven ability to create efficient systems and streamline processes for ministry or organizational success
- Creative problem-solving skills with the ability to bring fresh ideas on improving events, communication, and overall impact

Closing

We know this is a lot of information, but if your heart is beating a little faster right now, we'd love to hear from you! This isn't just a desk job—it's a front-row seat to God's movement around the world. Every email you send, every event you organize, and every volunteer you

Job Description: Missions Coordinator



encourage helps carry the Gospel farther. You're not just coordinating tasks; you're sparking Kingdom impact. We look forward to getting your application!