



# MISSION COORDINATOR

## JOB DESCRIPTION

**Job Title:** Mission Coordinator  
**Department:** National Office - Mission  
**Status:** Salaried, FLSA exempt, MPD, full-time  
**Location:** On site at the National Office preferred  
**Reports To:** Vice President of Field Mission  
**Last Updated:** 05/01/2024

---

## The Opportunity

The Mission Coordinator is responsible for collaborating with National and Field Leaders to design and maintain cross-functional mission processes that strengthen communication and enable mission effectiveness. The Mission Coordinator is a member of SPO's mission leadership, working closely with National teams and Field leadership to address issues related to: Program Administration, Financial functions, Data Analytics, Talent Recruitment, Talent Retention.

## Responsibilities

1. **Design and Maintain Cross-functional mission processes**
  - a. Coordinate with National and Field Leaders to design and maintain cross-functional mission processes that strength communication and enable mission effectiveness
    - Examples of specific areas of responsibility: supervisory dashboards, chapter quality assessments, ROSTER/CREW tools, client surveys
    - Supporting the Director of Field Training and Director of Field Leadership to work together; upholding finance standards and collaborating with Regional Directors/Regional Administrators; establishing best practices with the Talent Management team to work with Mission Leadership and Field Leaders while managing recruitment time constraints.
    - Facilitating collaboration/input from Field Leaders on cross-functional mission processes to improve effectiveness (e.g., problems with HH application process runs through many checks and balances)
  - b. Serve as an integrative mind amongst field leaders responsible for the core mission (e.g. work in chapters) of SPO.
    - Facilitate collaboration on development and sustainability strategies pertaining to core mission areas that span across various teams and



functions within an organization (i.e., Household, Formation, Mission Training, Talent Retention, Recruitment)

- c. Build mechanisms to assist the Director of Field Leadership in evaluating if financial, organizational, and administrative requirements are met in Regions. These mechanisms are to be used in RD supervision meetings with the Director of Field Leadership
  - d. Coordinate document management policies, procedures, processes, and data analytics with the VP of Administration and Field leaders
  - e. Assists VP of Field Mission in project forecasting, decision timelines, and harmonizing ministry initiatives/projects
- 2. Assist in teaching field leaders to manage Cross-functional mission processes**
- a. Program support for cross-functional processes to support Field Leaders (esp. RAs)
  - b. Supervisory visits to on-sight locations as needed to perform quality evaluations
    - Assess Effectiveness in Regional management of Time, Talent (recruitment and retention), and Treasure (Finances, Asset Management)
    - Deliver teaching on using National tools in the mission (ROSTER+CREW Moves Management, Directories)
- 3. Mission leadership**
- a. Ensure SPO is faithful to its charism and pursues its mission with zeal and prudence.
  - b. Set a strong example as a representative of SPO, both internally and externally.
  - c. Build a healthy and unified SPO culture through tone setting, communication, and collaboration.
  - d. Work closely with mission leadership in strategic planning, including evaluation, and setting and pursuing annual and quarterly goals.
  - e. Collaborate with the mission leadership team in making key mission decisions.
  - f. Assist other departments with expertise as needed
- 4. FIELD Metric Maintenance**
- a. Send weekly reports and surveys to mission Field to collect information from the ground
  - b. Teach and enable Regional Directors, Mission Directors, Mission Supervisors and Regional Administrators in metrics collection to inform supervision conversations
  - c. Supervise Regional Administrators in Data Management and Data Collection for their Region
  - d. Collaborate with Data Analyst to provide mission leadership input on Data collection and interpretation of mission impact
- 5. Personal Fundraising**
- a. Identify and cultivate relationships with potential donors to generate the necessary funds to cover your own salary, as well as contribute to the overall fundraising efforts of the organization
  - b. Maintain ongoing communication with donors to express gratitude, provide updates on the impact of their contributions, and foster long-term relationships



## Qualifications

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Self-starter with strong work ethic, able to take initiative and problem solve
- Humble team player who collaborates well with others
- Excellent relationship building skills and social intelligence
- Strong written and verbal communication
- Ability to think strategically and analytically, organize goals, prioritize, and deliver results
- Ability to motivate and manage team members with excellence
- Impeccable integrity, and ability to maintain confidentiality and professionalism
- Proficient in Microsoft Office and Google Suite
- Fluent in speaking, reading, and writing English
- Fully supportive of SPO's charism values, including committed to the work of evangelization, discipleship, and living in accordance with the mission and teachings of the Catholic Church

### **Education/Experience:**

- Bachelor's degree or equivalent experience.
- Experience in SPO's mission
- Familiarity with key concepts regarding Catholic Church language in the new Evangelization

### **Other Knowledge, Skills, and Other Abilities:**

- Prior experience with SPO is preferred
- Strong leadership and management experience preferred
- Self monitored time management abilities that are visible to a supervisor at any time

## Physical Demands

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is regularly required to stand, walk, hear, talk, sit, type, and drive.
- Physical demands of travel may be required.
- Might include service and physical labor including lifting objects around 400lbs (ex. Moving a household couch). Yard Maintenance for a household.

## Work Environment

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



- The work environment for this position will operate in a variety of settings including working in an office at a computer and on the phone, attending office meetings, visiting the mission field, flying out of state, driving a vehicle, attending events, staying overnight on business trips, etc. Flexibility and creativity are essential to success in this kind of ever changing work environment.
- An employee of SPO is expected to conduct oneself with responsibility, integrity, accountability, and excellence. That means communicating effectively and appropriately and always finding a way to be productive. They are expected to serve, act, and speak like a professional. This means working and behaving in such a way that others experience them as competent, reliable and respectful.