



Position Posting: Short-Term Coordinator
Location: Approved Remote Location
Type of Role: Full-time; Hourly/non-exempt
Date: June 2026

About TEAM: The Evangelical Alliance Mission is a global mission agency that partners with the global church to send disciples that make disciples and establish missional churches to the glory of God. We envision the church transforming our world.

Founded in 1890, TEAM workers serve in a variety of ministry roles including evangelism, church planting, community development, healthcare, education, social justice, missional business, and many other areas of global ministry. TEAM is both an equal opportunity employer and a faith-based religious organization. For this reason, TEAM hires only candidates who wholeheartedly and without reservation agree with and live according to [TEAM's Statement of Faith](#). TEAM staff thoroughly embrace the [purpose, vision, beliefs, and values of TEAM](#).

About the Role: The *Short-Term Coordinator* plays a key role in helping people engage in God's global mission through TEAM's short-term ministry programs. This individual will proactively coordinate onboarding, logistics, systems, and communication to help create excellent experiences for short-term participants, global workers, and mobilization staff.

Serving as a liaison across multiple departments, the Short-Term Coordinator helps ensure that TEAM's short-term programs operate with clarity, care, and excellence. This role requires strong administrative ability, relational skills, adaptability, and the initiative to improve systems and processes in a growing and evolving environment.

Key Responsibilities include but are not limited to:

Program Coordination

- Support and strengthen TEAM's short-term programs in partnership with the Manager of Short-Term Missions.
- Develop manuals, resources, and onboarding materials for teams and interns.
- Improve systems, processes, and participant experiences across short-term initiatives.
- Lead onboarding training that prepares short-term participants for success.

Collaboration & Communication

- Build strong relationships with Global Ministry leaders and internal teams.
- Partner with Communications and Marketing to promote short-term opportunities.
- Communicate with short-term participants throughout the preparation process.
- Ensure alignment with TEAM branding and communication standards.

Logistics & Administration

- Coordinate travel logistics, itineraries, insurance, and related arrangements.
- Manage training event logistics and participant communication.
- Maintain accurate records and reports in Salesforce and other systems.
- Prepare and ship participant materials, journals, and TEAM swag.
- Provide administrative support to the Short-Term department as needed.

Qualifications of the Role:

- Demonstrate spiritual maturity, a growing relationship with Jesus Christ, and active involvement in a local church.
- Manage multiple projects and priorities with strong attention to detail in a remote work environment.
- Communicate clearly in writing and verbally; use Microsoft 365 and learn to use internal systems such as Salesforce effectively.
- Work with adaptability, initiative, discretion, and independence while maintaining confidentiality.
- Learn TEAM's short-term ministry processes and carry out required tasks reliably.
- Travel domestically or internationally up to 5% as needed.
- Ability to bring cultural sensitivity through personal cross-cultural experience or at least two years of ministry or cross-cultural work experience is required.

Disclaimer: The information in this document indicates the general nature and level of work to be performed. It is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. An employee may be required to perform other assignments not listed here.

Employment applications are available online at <https://the-evangelical-alliance-mission.apscareerportal.com/>

Inquiries may be made to:

TEAM - The Evangelical Alliance Mission | P.O. Box 969, Wheaton, IL 60187-0969
Human Resources | Human.Resources@TEAM.org