TITLE: Member Care and Field Wellness Manager

EMPLOYMENT STATUS: Half-Time Contract Basis with the possibility of working remotely

DEPARTMENT: Global Missions

RESPONSIBILITY: To coordinate and facilitate the member care and wellness of field personnel and to serve as a member of the Field Ministries Team.

REPORTS TO: Associate Coordinator of Global Missions

RELATES TO: Field Ministries Team, Global Missions Administrative Staff, Field Personnel and the Member Care & Wellness Team

SUPERVISES: Volunteer members of the Member Care and Wellness team

DUTIES:

1. Administers Member Care/Wellness Program for CBF Field Personnel. (30%)
2. Manages work of Member Care/Wellness Team. (30%)
3. Facilitates specialized services for Field Personnel children. (10%)
4. Assist in processing, orienting and debriefing of field personnel. (10%)
5. Serves on Field Ministries Team. (15%)
6. Performs other duties as assigned by the GM Associate Coordinator. (5%)

INDEPENDENCE: 8/10


**REQUIREMENTS:**

**EDUCATION:** Bachelor’s degree required; a graduate degree from an accredited institution in counseling, psychology, social work and/or theology is preferred.

**EXPERIENCE:** A minimum of ten years of pastoral care, counseling, and administrative experience; mission field experience preferred; Familiarity with CBF Missions preferred.

**SKILLS:** Exemplary Christian character and integrity with commitment to the mission of CBF. Good organizing and decision-making abilities. Commitment to protect confidential information. Capable of multi-tasking and prioritizing. Strong people skills and proven communications and administrative abilities. Strong counseling skills. Competence in public speaking and writing. Proficiency in Microsoft Office Suite (Word, Excel, Outlook, and Power Point)

**COMMITMENT:** Cooperative Baptist Fellowship is a fellowship of Baptist Christians and churches who share a passion for the Great Commission of Jesus Christ and a commitment to Baptist principles of faith and practice. The work of this position exists to further this CBF commitment.

Demonstrated passion for missions, a strong desire to serve those striving to be the presence of Christ.