

"Set the world on fire."



-St Catherine of Siena

Director of Missions

Are you passionate about equipping Catholics with the call to be missionary disciples and restoring hope to communities in need? Catholic Mission Trips, Inc. (CMT) is looking for an individual to coordinate the logistics of the mission trips, train team members to lead the mission trips, and prepare youth leaders for the mission. The Director of Missions works closely with the Program Director and under the direction of the Executive Director. Some supervisory responsibility required. The ideal Director of Missions will be detail oriented, passionate about the mission of CMT, and effective at building and maintaining relationships.

Compensation Package:

\$30,000 salary

Healthcare or other benefits not provided

Travel expenses for conferences, training, and mission trips

Responsibilities:

- Mission Locations
 - Build Relationships in Mission Locations
 - Coordinate Mission Trip Logistics
 - Oversee Site Coordinators
 - Maintain Budget
 - Manage Work Projects
 - Create Summer Schedule
 - Communicate with and Prepare Youth Group Leaders for Mission
 - Scout New Mission Locations
- Team Training Spring and Summer with Executive Director
 - Plan Team Training and Debrief
 - On Call During Mission Seasons

- Check in Weekly with Summer Missionaries
- Support Missionaries: Prayer Partners and Care Packages
- Philanthropic Relationships
 - Cultivate and establish network of mission partners for CMT
 - Encourage philanthropic partnership from parents whose children are participating in mission trips

Expectations:

This position is a standard 40-hour work week. One day each week will be set aside for building and maintaining philanthropic relationships. Some travel required for conferences, training, and mission trips.. CMT Staff should be rooted in daily prayer, with Morning, Evening, Night Prayer, Mass, and Holy Hour as part of their regular schedule.

The qualities of the Director of Missions include:

- Passion for mission work
- Excellent written and verbal communication
- High attention to detail
- Interpersonal skills
- Working knowledge of G Suite for Nonprofits or Word Suite
- Organizational skills
- Initiative to work independently
- Persistence
- Experience in mission work, youth ministry, and event planning preferred

How to Apply:

Interested Candidates should fill out an online application and submit a cover letter and resume by email to Michelle Perez at michelle@catholicmissiontrips.net.

Please place "Director of Missions" as the subject line.