



**Take ACTION**

## **Member Care Coordinator (1)**

*DEPARTMENT Human Resources Department*

*PLACE OF SERVICE Mandaluyong, Metro Manila, Philippines*

*DATE REVISED: July 2009*

### **SCOPE OF POSITION**

This person will work with the HR Administrator in the processing and placement for service of new missionaries, missionary internship trainees, project workers, short-term workers and teams, and official visitors for ACTION Philippines. Work in cooperation with sending offices worldwide in processing new personnel for the Philippine field. Provide orientation and logistical support for new personnel.

### **LIST OF RESPONSIBILITIES:**

1. Provide member care to the Philippine based missionaries.
2. Facilitate and empower ACTION Philippine leaders to carry out creative and innovative ways of doing mobilization and member care in their spheres of influence. This is will include but not be limited to:
  - 2.1. Help with new candidate orientations, doing interviews, workshops and seminars, referrals, debriefing and counseling as needed.
  - 2.2. Help develop and improve pre-departure orientation and term debriefing procedures on field.
  - 2.3. Help develop member care policy & procedures as well as personnel for ACTION and work with ACTION Member Care personnel in developing this ministry.
  - 2.4. Help find counseling and holistic health services and resources.
  - 2.5. Train churches how to do missionary care and pray for missionaries.
  - 2.6. Help design and develop Adopt-a-Missionary project in home and supporting churches.
  - 2.7. Develop and maintain a up-to-date Personnel Needs Data Base.
  - 2.8. Develop and maintain up-to-date Job Descriptions for all personnel needs in collaboration with other offices.
  - 2.9. Help to develop and maintain a Philippine Introductory Pack for newly approved missionaries.

### **RECOMMENDED PRE-FIELD PREPARATIONS:**

1. At least a full year of Bible school course work or equivalent discipleship study.
2. Possession of college or university BA/BS degree or to have experience in equivalent professional management having to do with or relating to human resource development and processing.
3. To have attended seminars and workshops having to do with missions perspectives or orientation.



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## QUALIFICATIONS

1. A born-again Christian with a vital, personal relationship with Jesus Christ and is above reproach in integrity and honesty.
2. A clear calling to minister in an urban setting and willing to raise funds for personal and ministry support.
3. Ability to manage staff in a participatory and collaborative manner.
4. Experienced leadership that is characterized by integrity and honesty, speaking the truth in love, with high level people skills and managerial experience.
5. Ability to develop positive and trusting intercultural and interdenominational relationships.
6. Administratively gifted with willingness to assist missionaries and Filipino people.
7. Clear written and verbal communication skills in English and, if possible, Tagalog.
8. An organizer with a mind for detail.
9. A minimum of Bachelor's degree from a reputable college.
10. A working knowledge of PC computers, Microsoft Office

Tagalog Level 2 of 4 recommended but not required.

ACTION Philippines 2009-2010 Personnel Needs List  
Updated September 2009