



MISSION

WACO | WORLD

Job Description	
MWMW Position Title (type in CAPS): MOBILIZATION PROGRAMS ADMINISTRATOR	
Staff Group:	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
Immediate Supervisors: Groups Director, Volunteers Director, Children/Youth Director, Associate Exec. Dir. of Mobilization/Operations	
Immediate Subordinates: Full-time (30+ hrs/wk): n/a Part-time (up to 29 hrs/wk): n/a Work-Study: Probably Volunteers: YES	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: 2025
	Date Last Revised: n/a
Hours Per week: 40 hours/wk. Will include some weekends and evenings (but in most cases those are pre-scheduled and agreed upon), and weekday schedule can be adjusted on those weeks (or Overtime will be approved if needed).	
General Summary: Mobilization programs equip Wacoans and folks from other communities with the education, compassion, relationships, and experiences to become more involved with their neighbors experiencing poverty. This role will support Mobilization programs (Groups, Volunteers, Poverty Simulation, and Tours) and Christmas Toy Store. Most of these programs have seasonal busy times when one will take a priority over others. The supervisors are seasoned in their various program areas and work well together and understand this is a shared role. This is a new position, so whoever is hired for the role will help our organization develop this role.	
Mobilization	
1. ADMINISTRATION – RECRUITMENT – TRAINING: Assist volunteer director in administering extensive volunteer program. Lead new volunteer orientation for new volunteers and the children & youth training for new children/youth volunteers. Maintain volunteer data base (CERVIS), update volunteer profiles, generate reports, and other admin/office duties. Provide additional support to volunteers throughout Mission Waco programs as needed. Attend and engage in recruitment activities and tabling events. Review budgets and discuss any notes with supervisor. Assist with team meetings and/or calendars (scheduling, meeting invites, meeting notes).	
2. CONTENT: Understand the education model and Christian Community Development principles that guides Mission Waco’s approach to mobilization. Become and/or remain knowledgeable and able to communicate effectively about poverty issues and realities in Waco, US and global. As time permits, and as the person’s experience/readiness is shown, there are opportunities for leading tours and/or facilitating various experiential learning activities with groups and volunteers.	
3. REGISTRATION: Follow up on inquiries and coordinate with various community partners (Waco and beyond) to schedule service opportunities, keep track of payments and invoices, data collection and tracking	
4. LOGISTICS: Assist with coordinating volunteers and implementing special opportunities and events including Groups, Tours, Thanksgiving Lunch, Race ONE annual 5k, Christian Community Development Workshops. [There are other seasonal staff and work study students available to help with some of these previous areas as well.] This role will be primary logistics coordinator for Annual Christmas Toy Store.	

*The functions and responsibilities contained in this Position Description are not all inclusive.
Other duties and requirements may be assigned at any time.*

5. CREATIVITY: Assist with creating content including flyers, handouts, and media.

Christmas Toy Store

1. Set up and communicate toy store wish lists to donors and local churches.
2. Purchase and process toys for the store.
3. Coordinate and lead volunteer groups who will assist in the purchasing and processing of toys and set up of the store.
4. Coordinate with the church of the toy store location
5. Learn and implement all logistics involved with set-up and running the toy store.
6. Plan and oversee budget of toy store
7. Promote toy store to donors and local churches
8. Promote toy store to local schools and community
9. Help with toy store voucher distribution to community
10. Responsible for oversight of the store and volunteers the weekend of Toy Store. (Tentatively first weekend of December)
11. Attend Biker Run (Tentatively last Sunday of November)
12. Oversee the tear down of Toy Store, cleaning of the space, and storage of Toy Store supplies.
13. Oversee the rental of supplies for the store.

Additional Functions and Responsibilities

1. May on occasion be asked to speak on behalf of MWMW at churches or other venues/community events
2. Participate in Giant Worldwide leadership/communication development curriculum as offered by MWMW.
3. Attend monthly all-staff meetings, and other department staff meetings as requested and as available.

Requirements/Preferences

Minimum skills and knowledge required:

1. Basic skills in Microsoft Word, Excel, Outlook or other computer software; Canva or similar; online software portals for volunteers, etc.
2. Recruit and train capable volunteers.
3. Experience working with diverse communities
4. Leading experiential games and initiatives, or capacity to learn and become proficient.
5. Must have completed Poverty Simulation weekend as a participant in the past (or at first opportunity after employment)

Skills and knowledge preferred:

1. Understanding and knowledge of poverty statistics in Waco and abroad
2. Understanding of Christian Community Development principles
3. Group facilitation skills

Minimum previous experience required:

1. Personal experience in relationships with people experiencing poverty
2. Experiencing working in a team setting

Previous experience preferred:

1. Christian Community Development experience in both global and US settings.
2. Personal relationships in both global and US settings with people who are/have experienced poverty, other Christian poverty alleviation groups, etc.
3. Event planning or experience executing logistics

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Minimum education required: High school and some college.	Education preferred: Advanced degree or related experience. Degree related to community development, social services, poverty studies or communications.
Minimum communication skills required: 1. Effective verbal and written skills	Communication skills preferred: 1. Bilingual Preferred 2. Comfortability public speaking
Special training, certification or licensing required: 1. Valid driver's license and eligible to drive MWMW vehicles 2. Food Handler's Certificate (or MWMW can pay for you to obtain one)	Special training, certification or licensing preferred: 1.
Behavioral, emotional, mental requirements: 1. Discernment and ability to deescalate or troubleshoot various situations that may arise. 2. Basic skills to support people going through transformative experiences, which can sometimes require emotional/pastoral support. 3.	
Other requirements: 1. Mature Christ-follower. 2. Physically able to lift 50 lbs. 3. Availability for scheduled evenings and/or some weekend days. (See "Hours" section above.)	
Other preferences:	

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