



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: Director of Mobilization and Children/Youth Director	
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: FEB 2026
Hours Per week: 40 hours/wk. Will include some weekends and evenings. Weekday schedule can be adjusted on those weeks or overtime will be approved if needed.	
General Summary: This role will support Mobilization programs (Groups, Volunteers, Poverty Simulation, and Tours) and coordinate our Annual Christmas Toy Store. Mobilization programs equip community members with education, compassion, relationships, and experiences to become more involved in the lives of their neighbors experiencing poverty. Christmas Toy Store is an event in December where community parents shop for Christmas toys for their kids at a discounted rate. This event requires mobilizing the community to donate and volunteer as well as empowering parents with a dignified shopping experience.	
Mobilization	
<ol style="list-style-type: none"> ADMINISTRATION: Assist mobilization team in administering extensive volunteer program. Lead volunteer orientations for new volunteers and specific training for specialized volunteer placements. Maintain volunteer database (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. Assist with team meetings and/or calendars (scheduling, meeting invites, meeting notes). Walk overnight partners through registration process, keep track of payments and invoices, data collection and tracking COMMUNITY EDUCATION: Understand Christian Community Development principles that guide Mission Waco's approach to ministry. Become and/or remain knowledgeable and able to communicate effectively about poverty and call of Christian to love in action and truth. Lead tours and/or facilitate various experiential learning activities with groups and volunteers. Facilitate group service projects CREATIVITY: Assist with creating content including flyers, handouts, and media. 	
Christmas Toy Store	
<ol style="list-style-type: none"> PROMOTE & FUNDRAISE: Promote Toy Store to donors, local churches, local schools, and community. This will include helping with toy store voucher distribution to community, set up and communication of toy store wish lists, and assisting with fundraising opportunities to support the store. MANAGE: Oversee the purchasing and processing of toys with volunteers. Coordinate the set up and tear down the Toy Store. Learn and implement all logistics involved with set-up and running the 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.

<p>3. EVENTS: Responsible for oversight of the store and volunteers for the Toy Store. (Tentatively first weekend of December). Attend Biker Run (Tentatively last Sunday of November). Christmas in July fundraising event. Voucher distribution event. Other events related to the promotion or running of Toy Store.</p>	
<p>Additional Functions and Responsibilities</p>	
<p>1. Comfortable and competent with public speaking. Will on occasion be asked to speak on behalf of MWMW at churches, community events, and media appearances.</p>	
<p>2. Participate in Giant Worldwide leadership/communication development curriculum as offered by MWMW.</p>	
<p>3. Attend monthly all-staff meetings, and other department staff meetings as requested and as available.</p>	
<p>Requirements/Preferences</p>	
<p>Minimum skills and knowledge required:</p> <ol style="list-style-type: none"> 1. Basic skills in Microsoft Word, Excel, Outlook or other computer software; Canva or similar; online software portals for volunteers, etc. 2. Experience working with diverse communities 	<p>Skills and knowledge preferred:</p> <ol style="list-style-type: none"> 1. Understanding and knowledge of poverty statistics in Waco and abroad 2. Understanding of Christian Community Development principles 3. Group facilitation skills
<p>Minimum previous experience required:</p> <ol style="list-style-type: none"> 1. Event planning or experience executing logistics 2. Personal experience in relationships with people experiencing poverty 3. Experiencing working in a team setting 4. Must have completed Mission Waco's Poverty Simulation weekend as a participant in the past (or at first opportunity after employment) 	<p>Previous experience preferred:</p> <ol style="list-style-type: none"> 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.
<p>Minimum education required:</p> <p>High school and some college.</p>	<p>Education preferred:</p> <p>Bachelor's degree or related experience.</p> <p>Degree related to community development, social services, poverty studies or communications.</p>
<p>Minimum communication skills required:</p> <ol style="list-style-type: none"> 1. Effective verbal and written skills 2. Comfortability public speaking 	<p>Communication skills preferred:</p> <ol style="list-style-type: none"> 1. Bilingual Preferred
<p>Special training, certification or licensing required:</p> <ol style="list-style-type: none"> 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) 	<p>Special training, certification or licensing preferred:</p> <ol style="list-style-type: none"> 1.
<p>Behavioral, emotional, and mental requirements:</p> <ol style="list-style-type: none"> 1. Discernment and ability to de-escalate 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. Flexibility. Ability to adapt and be a problem solver. 	
<p>Other requirements:</p> <ol style="list-style-type: none"> 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.) 	

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