



THE MICAH PROJECT MISSIONARY OPPORTUNITY

JOB TITLE: Visitors Coordinator and Media Content Creator

REPORTS TO: Executive Director & US Development Director

OBJECTIVE OF ROLE: The Micah Project seeks a full-time Visitors Coordinator and Media Content Creator. The coordinator is responsible for organizing all aspects of welcoming mission groups from the United States. The coordinator is also in charge of all planning and hosting for any other visitors to the Micah Project throughout the year, either from within Honduras or international including any interns during their time at the ministry. The coordinator will also be responsible to regularly take photos and help create content for Micah Project social media, emails, and donor updates.

KEY CHARACTERISTICS OF CANDIDATE:

- A heart for Micah, and specifically for marginalized street-connected youth
- Ministry/missions experience would be helpful
- Connects well with others
- A personality that is welcoming and kind; enjoys spending time with people and learning about them
- Proactive and not needing constant instruction
- Can be trusted to speak on behalf of Micah staff; well-spoken and spiritually mature
- Ability to delegate in a positive manner and follow up with those who are assisting
- Must be fully fluent in English; low proficiency in Spanish may still be considered

RESPONSIBILITIES:

- Communicate pre-trip with leaders of groups and other individual visitors
- Develop and execute the daily schedule for the visit while they are in-country
- Set up events or work projects that will happen during the visit
- Plan a menu for meals at Micah with the chefs and help with the budget
- Book hotels, make reservations for meals out, and set up transportation
- Be present with the group or visitors every day while they are in-country
- Lead times of reflection during the trip
- Provide and explain follow-up resources and evaluation forms
- If guests stay on the Micah property, provide a clean and fully-outfitted cabin for the duration of their stay, explain the nuances of life at Micah, and be their host for any needs that arise.
- In the case of interns, the coordinator will work to create a daily schedule of responsibilities, explain certain boundaries and systems in place, help them learn to care for their personal needs (groceries, laundry, etc.) and check in daily regarding the intern experience
- Take photos regularly and organize media files to be used by other administrators
- Create digital content including short reels/videos for posting on the Micah Project website and social media accounts, short videos for donors, and updates for churches
- Help as needed teaching English classes in the Micah homeschooling program

NOTE: This is a support-raising missionary role, preferably with a two-year commitment.

CONTACT: If you are interested in fulfilling this role, please contact Becca Bell by email at bells@micahprojecthonduras.org or by phone **470.726.8717**

