

<b>Position title</b>	<i>Home Office Missionary</i>
<b>Reports to</b>	<i>Vice President</i>

**Job purpose**

The Home Office Missionary (HOM) will work on behalf of our Field Missionaries Northern and Southern Baja California, Mexico. This individual will be in charge of processing donated inventory and help facilitate delivery of materials to field missionaries. They will also assist field missionaries with transportation needs of short term mission teams to designated sites. This position is for a full-time missionary with MMM and will need to raise their own support through churches and individuals willing to assist in this special work. Based out of Lemon Grove, CA with frequent trips and stays in Mexico.

**Duties and responsibilities**

**Warehouse:** Build relationships with local donors, corporations and U. S. churches. Convey current needs of our field missionaries with others. Count and inventory supplies that come into the warehouse. Prepare receipt letters for donors. Maintain an orderly and neat warehouse.

**Field Missionary needs:** Communicate with field missionaries to determine materials needed for outreaches and team ministry. Assist in transporting materials and helping to guide short-term mission teams to sites.

**Driver: Assist in Mission Trip/Volunteer Facilitation:** Assist groups and individuals in the field to ensure a meaningful and impactful mission trip experience.

**Mission Team/Volunteer Interaction:** Help lead Bible devotions, orientation and cultural information as needed. Follow up with team leaders and other key participants after trip as called upon.

**Required Qualifications**

**Job-specific qualifications are as follows:**

- Able to demonstrate excellent leadership, team management and organizational skills
- Ability to serve, lead, work and interact with people in a positive manner
- One year Bible college or Bible education classes
- Excellent written and verbal communication skills for both internal and external uses
- Have and maintain a current driver’s license (CDL is a plus)
- Have and maintain a current passport
- Construction skills a plus
- Proficiency in conversational Spanish or willingness to pursue language requirements

**All missionaries with Mexican Medical Ministries will demonstrate these general abilities:**

- **Spiritual Maturity:** Mature follower of Christ who supports missional culture and spiritual vision of MMM. Maintain God-ordained priorities in your life by putting Jesus Christ first. Maintain an active involvement in a local church.
- **Creativity and Initiative:** Contributes new ideas and new ways of thinking to improve ministry performance. Identifies need for change and develops/accepts creative approaches and solutions. Fully uses gifts and talents. Finds alternative ways to complete assignments in a more cost effective manner.

- **Fund Raising:** Understands the importance of fundraising to the work of Mexican Medical Ministries. Actively seeks out new donors promoting various fund raising opportunities and programs. All missionaries are faith supported and will raise necessary personal funds before leaving for the field.
- **Self-Development:** Personally commits to and actively works to continuously improve as an individual; understands that different situations and levels may call for different skills and approaches; works to attain knowledge, skills, certificates, etc. when applicable.
- **Goal Settings:** Actively participates in setting team goals; is forward thinking in creating personal goals; meets or exceeds personal goals. Monitors and shares information about external events, trends and considers “what ifs” that may affect the ministry.
- **Communication:** Provides timely, clear, accurate and useful information to others in person, by phone or e-mail; listens for understanding; asks clarifying questions; promotes effective discussions.
- **Flexibility:** Effectively adapts to change. Maintains composure when under stress or when dealing with conflict.
- **Judgement:** Makes effective decisions based upon a mixture of analysis, wisdom, prayer and experience; sought out by others for advice and solutions.
- **Safety:** Performs work and helps others to accomplish their tasks in a safe manner consistent with legal requirements, policies, procedures, best known method and good judgment.

#### Working conditions

- Position requires a person to live and serve in the San Quintin Valley, Baja California, Mexico.
- Frequent travel and occasional overnight stays at ministry locations.
- Serve occasionally on holidays, weekends and evenings.
- Serving in a cross-cultural environment.

#### Physical requirements

- Physically able to manage long hours of participation and supervision of events and teams
- Able to drive safely and responsibly in Mexico and the United States on both paved and unpaved roads.

<b>Approved by:</b>	<i>Stephen Crews, President info@mexicanmedical.com</i>
<b>Date approved:</b>	<i>October 15, 2015</i>
<b>Status:</b>	<i>Full-time field missionary</i>

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