

# **OPEN POSITIONS**

## **Operation Mobilization (OM)**

### **Offices in Tyrone, Georgia**

#### **Web Developer**

This person will, under general direction, develop and produce a variety of Web content materials to support program needs and to maintain and update Web sites. Training and experience in the field required; advanced coursework in graphic design and Web design is desirable. Qualifications include ability to effectively operate a variety of computer platforms and operating systems including Mac OS and Windows, scanners, cameras, and computer projectors; creatively translate abstract concepts into effective visual form in a variety of media; adapt graphics to fit needs of departments and target audience; communicate effectively in both oral and written form; and explain technical concepts in non-technical terms to staff.

#### **Application Developer**

The application developer will perform full cycle system implementation including process mapping, requirements gathering, specification writing, system analysis, system development, full cycle testing, implementation and post-productions support. Applicants should have a knowledge of UNIX/Linux and Windows Server operating systems, proficiency in multiple programming languages such as .net Framework, C, native database SQL, a proficiency of MS Windows and Microsoft tools including Office, Visio, and Project, and a proficiency in database design, structure and usage, specifically Progress, mySQL, and MS Access.

#### **Member Care Coordinator**

Two individuals are needed to help meet the physical, emotional, and spiritual needs of OM USA missionaries within a designated geographical area of the OM world, in cooperation with their target field and sending churches. Qualifications include a caring and servant's heart, strong communication skills, computer skills, detail-oriented, and the ability to host and serve OMers visiting OM USA.

#### **Alumni Director**

A person is needed to facilitate the ongoing operations and communications of the OM USA Alumni Network and oversee the OM Alumni Steering Committee and the alumni website. This person will also interact with OM Ships Alumni Board and OM World Partners international. Qualifications include strong interpersonal and listening skills, networking skills, management and organizational skills, and experience in missions/cross-cultural ministry.

### **Alumni Administrator**

This person will oversee OM USA's Alumni Association and Alumni Board, ensuring that appropriate events are held and that communication with alumni is regular and effective, and serving as liaison between the Alumni Association and the OM USA staff team. Primary focus will be on maximizing Alumni involvement in helping to fulfill OM USA's purpose. Position requires strong people, computer, and communication skills; a current or former OMer is preferred.

### **Short Term Missions Coordinator**

This person will assist in the recruiting, processing and follow up of group and individuals interested in short-term mission trips. Qualifications include good communication skills, knowledge of Microsoft Office, detail-orientated and a passion for missions. Some travel required.

### **Administrative Assistant to Area Field Leader and Caribbean Field Leader**

This person will assist two OM USA field leaders in the Western Hemisphere, including correspondence, record-keeping, coordinating details of travel or guest visits, and other similar responsibilities. Qualifications include good people, communication, and computer skills and detail oriented.

### **Regional Development Director**

A Regional Development Director is needed for the West Coast area of the United States. These persons would be responsible for cultivating and growing relationships with existing OM USA supporters as well as developing new relationships to expand OM USA's support base. Traveling on a consistent basis is required. Applicants should have prior experience in fund raising or marketing and sales.

### **Administrative Assistant to the Vice President of People Development**

A detail orientated individual is needed to serve as the Administrative Assistant to the VP of People Development and the rest of the "Grow" Department (which includes training and Member Care). Job duties include scheduling meetings, arranging travel, communication with various contacts, managing projects and other administrative details. Proficient computer skills, an ability to communicate well, multi-task and work under little supervision are requirements for this position.

### **Director of Conferences and Events**

A relational, detailed person is needed to manage the Conference and Event Services Department of OM USA. The Director takes charge of coordinating details of any event held on OM USA property such as food service, transportation, accommodations and marketing. This person would also be responsible for marketing OM USA facility to like minded organizations, entities or groups. Job qualifications include strong relational and analytical skills, proven leadership and communication abilities, public relations skills as well as the ability to motivate and manage staff.

### **Coordinator of Food Services**

A person who not only can cook well but is able to view providing meals as a ministry is needed to provide food service for the OM USA office. The Coordinator of Food Services will work with the Director of Conferences and Events to plan and provide meals for special events, conferences held on the OM USA property, and team events.

### **Inquirer Scouting Coordinator**

Working with our Placement Team, the Inquirer Scouting Coordinator responds to persons interested in serving with missions overseas. Duties include following up and building relationships with applicants as they go through the application process as well as assisting the Placement Advisors in facilitating appropriate placement in the Global Action/Global Service Programs. Applicants for this position should not only be administratively gifted and organized but have exceptional people skills.

### **Director of High School Ministries**

High School Ministries exists to mobilize High School students to missions by building relationships in churches, schools and other events where missions and recruiting is a focus. The Director of High School ministries is responsible for developing and implementing strategies to interest and mobilize students to world missions...this may include publicity material, presentations, and calendar of events. Strong leadership skills as well as exceptional relational skills are needed for this position. Anyone interested should have a heart for high school students and missions.

### **Enlistment & Placement Advisor**

The Enlistment & Placement Advisor will develop relationships with applicants interested in joining OM and serving in overseas fields. Duties include coordinating the sending and receiving of all application materials, communicating with the applicant and the target field regarding placement, relating to home/sending church when necessary as well as assisting during acceptance phase, support raising, and preparation before leaving for field. Applicants for this position should have excellent relational and communication skills as well as be proficient in office administration and organization.

## **Graphic Designer**

Did you know that you can use your creative skills in world missions? At the OM USA office, we use creative communication to mobilize people to GO into world missions, GIVE financially to projects that change lives and communities, and PRAY for what God is doing around the world. Our team works together to dynamically communicate this inspiring and informative message through print, web, and digital media. Come join us and use your creativity and design skills

For more information or to apply please contact:

**Cindy Battles, Human Resources Assistant**

**OM USA, PO Box 444, Tyrone, GA 30290.**

Phone: (678) 674-1441 ♦ Fax: (770) 631-0439

Email: [cindy@usa.om.org](mailto:cindy@usa.om.org)