

**Job Title:** Mobilization Associate

**Reports to:** Executive Director

**Work Hours:** Exempt Position. Forty hours per week minimum with frequent weekend and international travel obligations.

**Role:** The Mobilization Associate will work with the Director of Short-Term Trips to oversee the FAME short-term medical mission trips program. He/she works under the direction of the Executive Director to schedule trips, recruit participants, and equip the teams.

## **I. Responsibilities:**

### A. Specific Trip Responsibilities.

1. Schedule FAME short-term mission trips, including selection of destinations and dates of trips.
2. Recruit trip participants. Recruiting will take place at local and national conferences, church meetings, via the FAME website, through personal contact, through networking in the medical community and through FAME literature.
3. Process trip applications, maintain a file on all trip participants, and ensure that all necessary paperwork has been completed on each trip participant.
4. Track financial contributions made to FAME for trip participants. Keep trip participants informed of their financial status. Ensure that trip participants meet their financial obligations to FAME prior to trip departure.
5. Prepare team members for trip participation. This includes providing trip participants with appropriate printed materials (participant booklets, departure packets, etc.) and appropriate planning and training meetings. Ensure that trip participants have met all required legal and medical obligations.
6. Coordinate trip logistics with host mission, including travel arrangements, housing, and meals.
7. Coordinate with the host mission, team leader and participants the trip schedule and planned activities. Be sure all needed medicines and supplies are available for use by the team.
8. Manage concerns with health, safety, legal, and security issues for all scheduled trips.
9. Schedule trip leaders for all trips. Personally lead selected trips each year. Recruit and train appropriate trip leaders for future trips.
10. Provide debriefing, follow-up, and evaluation at the conclusion of each trip.

## B. Other Trip Responsibilities.

1. Develop and implement new ways to recruit trip participants. Plan to double the number of trips and participants in the next two years.
2. Develop and implement a variety of kinds of FAME medical trips. These could include surgical teams, dental, optical, CHE training, health education, etc.
3. Develop new partnerships with churches and mission organizations for the purpose of facilitating FAME medical trips.
4. Plan and implement, in partnership with the Development Director, a strategy to follow-up with all trip participants to get them more involved in the ministry of FAME.
5. Recruit and develop volunteers who will assist in short-term trip preparation.
6. Contribute to the development and distribution of electronic and printed trip publicity and informational materials.
7. Contribute to the trips section of the FAME website.
8. Cultivate partnerships with universities, medical schools, training ministries, and other organizations that would benefit the trips program.

## C. Additional responsibilities

1. Learn from the current Director of Short-Term Trips. Prepare to become Director of Mobilization in February, 2025.
2. Serve as a FAME trips representative at conventions, conferences and churches.
3. Responsible for contributing to the maintenance of an organizational culture that is Christ-centered and aligns with the FAME statement of faith, vision, and mission.
4. Carries out such other general responsibilities as may be delegated by the Executive Director.

## **II. Knowledge, Skills, and Abilities:**

- A. Proven experience in formulating and executing an effective short-term trips program.
- B. Proven ability to work cross-culturally, network and build successful relationships.
- C. Willingness and ability to take direction (supervision) and work as a team player.
- D. Ability to work independently and use good judgment.
- E. Ability to interact effectively with others at all levels of the organization, including the Board of Directors, staff, trip participants, donors and volunteers.
- F. Ability to communicate effectively verbally and in writing. Will need to become familiar with the ministry's philosophy, policies, procedures and guidelines, and be able to explain them clearly to others.

G Associate's degree or higher in healthcare or missions/ministry is preferred.  
Appropriate experience may substitute for degree status.

Revised February, 2023