



GLOBAL OUTREACH DIRECTOR

Full-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for coordinating and supporting a comprehensive Short-Term Missions ministry program, collaborating with our long-term missionaries and partnerships, and promoting opportunities for the church to engage in global missions.

DEPARTMENT

Go Ministry

REPORTS TO

Director of Go Ministries

TEAM

Global

DIRECT REPORTS

Volunteers

WORK WEEK

Schedule Varies, typically Monday – Friday

HOURS PER WEEK

40+

FLSA

Exempt

JOB CLASS

Professional

MINISTER DESIGNATION

No

DRIVING REQUIRED

No

PRIMARY DUTIES AND RESPONSIBILITIES

1. Plans, coordinates, administers, and evaluates a comprehensive Short-Term Mission (STM) program. Presents new global outreach strategies and initiatives for review and approval. Ensures global mission efforts align with OHC’s mission, vision, and overall ministry strategy.
2. Develops and implements strategies to help educate and engage congregation in global mission for every age level.
3. Collaborates with the Communication Ministry and Outreach Team to create promotional content for STM and other initiatives. Leads storytelling by capturing, curating, and presenting stories across media.
4. Collaborates with OHC full-time missionaries and global partners to facilitate effective STM team visits and plans. Conducts post-trip evaluations with partners, team leaders and participants.
5. Equips and supports volunteer team leaders with understanding policies and best practices; design of trips; formation of teams; equipping for team meetings and pre- and post-trip training; supporting trip logistics; and providing materials and guidance for STM trips.
6. Ensures all volunteer screening and documentation is completed in a timely manner prior to the mission trip, including legal release forms, medical trip insurance, and evacuation forms.
7. Tracks participant fundraising and overall STM budgets. Ensures members are fully funded before traveling. Assists volunteer team leaders in keeping trips within budget.
8. Assists with managing requests for financial support from missionaries and OHC partners. Proposes recommendations to the Missions Core Team concerning the allocation and use of monetary contributions. Tracks funding requests and decisions.
9. Participates in the annual budget preparation to ensure adequate funds for the assigned area. Monitors and approves expenditures; directs and implements budgetary adjustments as necessary.
10. Attends assigned staff meetings, trainings, and events; solicits and relays information, participates in problem solving, and provides recommendations for policy changes and program development.
11. Leads one STM yearly. Ensures and maintains travel documentation is up to date and be travel ready in the event of emergency.
12. Other duties and responsibilities as assigned.



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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Values.
7. Attends Membership Class and becomes a member within three (3) months of employment.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university.
2. Three (3) years of experience in managing projects, recruiting, training, and leading volunteers or related experience.
3. Experience traveling both in the US and abroad preferred.
4. Must be eligible to travel abroad on short notice in event of emergencies.
5. Experience can substitute for education.

KNOWLEDGE AND ABILITIES

1. Knowledge of project management principles, practices, techniques and methodologies.
2. Knowledge of organization, administration, and personnel management.
3. Knowledge of social and cultural diversities skills demonstrating empathy and support.
4. Knowledge of principles and practices of budget preparation and administration.
5. Knowledge of principles of supervision, training, and development.
6. Knowledge of Federal, State, and local laws and regulations.
7. Knowledge of computer office applications and equipment.
8. Knowledge of English grammar and vocabulary.
9. Ability to display spiritual maturity and desire to serve the poor, needy and lost in our community.
10. Ability to work independently with limited supervision.
11. Ability to plan, execute, and monitor projects.
12. Ability to make oral and written presentations and prepare detailed reports.
13. Ability to communicate clearly and effectively through both verbal and written means.
14. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
15. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

Revised: FEBRUARY 2026