

## Assistant Mission Coordinator

This role will be performed **Part-Time** and it is a volunteering position. It is suitable for a **Pastor, Counsellor or Counsellor-in-training or a Retiree** who is passionate about family and couple ministry.

### **The Role**

***Purpose of the role:*** To assist the Mission coordinator who oversees the activities of The Barnabas Mission's office in Nigeria and beyond. The Mission Coordinator (MC) oversees the Mission Office activities ranging from organizing programs in line with the organization's objective to liaising with partners on the Mission's activities. The MC supervises daily counseling sessions, except in cases of referrals to partners where he/she arranges appointments and follows up.

***Responsibilities may include but not limited to:***

- a) Assist the Mission Coordinator in ensuring service users' experience and the smooth running of The Barnabas Mission's (TBM) office.
- b) Assist the MC Coordinator with any other tasks as necessary as detailed in the \*\* Mission Coordinator's responsibilities.
- c) Any other duty as will be directed by The Barnabas Mission.
- d) Responsible/Report to the President or his delegate

### ***Requirements***

- a) Good written and verbal communication skills in English language and any additional Nigerian dialect (Required)
- b) Tertiary academic qualification (Advantage)
- c) Computer Skills (Required)
- d) Ideally will have experience of working or volunteering with a Christian Non-for-profit Organization or NGO. (Advantage)
- e) This is mostly a 'virtual' role with the incumbent reporting to the office one day per week in the Ibadan TBM center. The suitable candidate should have access to the internet, a laptop or smart telephone and be able to work from home. Hours are flexible and meetings will often be held virtually except during the yearly TBM AGM in February.
- f) The time commitment would be around 8 hours per week. (Required)
- g) A long-term commitment of at least 1 year is required. The expectation is that the volunteer will commit for many years due to the relationships they will build and the personal benefits of being involved in the work of The Barnabas Mission. (Required)
- h) Christian, Married and God-fearing Christian (Required)
- i) Honesty/Integrity/Care for people (Required)

### ***Remuneration:***

Stipend will be paid to cover travel and other expenses like internet etc.

**\*\* The Mission Coordinators (MC's) *Responsibilities* include but not limited to:**

- a) Full responsibility for service users' experience and the smooth running of The Barnabas Mission's (TBM) office.
- b) Publicity and Marketing (including visit to other organizations like Churches, Corporate bodies, etc.) and follow-up of service users.
- c) Write, edit and publish newsletters, blogs and contents for the organization's print and digital publications like magazines and websites.
- d) Overall supervision of the staff activities and general operations.
- e) Provide support to the Board of Trustees, Directors and Partners to deliver the objectives of TBM
- f) Managing or coordinating counseling schedules and the organization's events.
- g) Maintenance of the TBM financial records and banking activities.
- h) Ensure social media profile and publications are update and up to date
- i) Liaise with other similar organization or association for cooperation and smooth service delivery.
- j) Act as procurement officer
- k) Any other duty as will be directed by The Barnabas Mission.
- l) Responsible/Report to the Director of Mission or his delegate