



JOB DESCRIPTION | MIC PROGRAMS COORDINATOR

Renew World Outreach is a non-profit Christian ministry located in the metro-Atlanta, GA area that provides cutting-edge technological tools and strategies to the global Church. Our primary mission is to use innovative technology to connect, renew, and transform the world with the Word of God. We highly value prayer, worship, and the power of the Holy Spirit. Renew is seeking a person with strong administrative and communication skills to fill an immediate open full-time position coordinating our MIC (Missions Innovation Center) Programs team. The MIC Programs Coordinator's primary role is to coordinate the ongoing implementation and initiation of Renew's partner programs. This position is located in Renew's main office but may require some international travel. We are looking for a highly motivated self-starter who can maintain multiple projects with short deadlines and little supervision. This is a highly administrative role that will require detailed input and management of data in various electronic tracking systems.

Preferred Skills

- Expert administrator with a proven track record of coordinating programs successfully
- Familiarity with international issues and experience living and working in multicultural environments
- Extremely organized and detail-oriented
- Fluent in English with a preference in at least one additional language
- Effective written and oral communicator
- Strong interpersonal skills with good conflict resolution abilities
- Expert with MS Word, Excel, Outlook, Powerpoint, etc.
- Experience with Contact Resource Management (CRM) software
- Self-starter who takes initiative with very little supervision or direction
- Able to juggle multiple projects and meet deadlines for time-sensitive requests
- Somewhat technical and able to thoroughly understand all Renew strategies and equipment
- Ability to maintain relationships with key people across multiple organizations

Duties & Responsibilities

- Maintain a master list of all active Partner Relations and current programs
- For each MIC Program, maintain a list of projects and tasks while keeping them correctly prioritized
- Develop and maintain lists of population demographics by country, along with details on Gospel progress
- Help the executive team set strategy for each region based upon thorough research and partner needs
- Set quarterly and annual goals for each Program
- Maintain and meet budgets for each Program
- Ensure that all Programs have accurate financial reporting mechanisms in place

- Hold partners accountable to goals and budgets; ensure financial accountability and accurate reporting
- Work with the Communications department to keep Renew partners up-to-date on Programs
- Assist executive team with the initiation and development of new Programs
- Work with each Regional Director to help them achieve success on the programs in their region
- Help build relationships with field partners and strategic partners
- Help write reports for different audiences detailing Programs activities
- Promote an organizational climate of worship, prayer, and dependence on God