

RMO STAFF OPPORTUNITIES

Unto[®] is seeking team members who exemplify our values of faith, growth, fruitfulness, and an attitude of joyful service, and who are interested in using their skills to help bring the hope of Jesus to people in the toughest places on earth. Priority listings are identified in **red**. For all inquiries, please email jobs@unto.com. *Revised 12/18/2020.*

■ **ADVANCEMENT – MARKETING**

The Advancement Department is comprised of Marketing, Communications, and Development. Our purpose is to guide people into meaningful opportunities at Unto in which they feel they are significant participants in expressing the Great Commandment and advancing the Great Commission. Our mission is to engage the hearts and minds of people who have a desire to join God in His work, moving them toward active participation and long-term relationships. Our vision is that people feel a sense of relationship with Unto and our mission, so they follow the ministry's lead to participate in engagement opportunities we provide.

We seek team members who enjoy helping people engage with Unto. You will serve in an environment of teamwork, collaboration, and learning where you can use your skills to bring the kindness of Jesus to the toughest places on earth.

MARKETING PROJECT COORDINATOR, Dallas, TX – **Full-Time**

The Project Coordinator:

- Manages process for marketing projects
- Sets project task timeline
- Ensures projects remain on schedule
- Maintains project task lists in project management system

SOCIAL MEDIA SPECIALIST, Dallas, TX – **Full-Time (top need)**

The Social Media Specialist manages:

- Communications on all social platforms
- Strategy for social media ads
- Social media statistics and goals
- Best practices for maximizing social engagement

TEAM LEAD, VISUAL COMMUNICATIONS, Dallas, TX – Full-Time

The Visual Communications team manages:

- Storytelling through video and photography
- Graphic design
- Video library
- Brand storytelling standards

VIDEO COMMUNICATIONS SPECIALIST, Dallas, TX – Full-Time (top need)

The Video Communications specialist manages:

- Storytelling through video — shooting and editing
- Video script writing
- Maintains video library
- Brand storytelling standards
- Could include some international travel

■ **ADVANCEMENT – COMMUNICATIONS**

EXTERNAL RELATIONS DIRECTOR, Dallas, TX – Full-Time

The external relations team manages:

- Public Relations
- Meaningful engagement opportunities with external audiences
- Media Relations

COMMUNICATIONS GENERALIST, EVENTS FOCUS, Dallas, TX – Full-Time

The Event Communications team manages:

- Event registrations
- Reminder and thank you emails for attendees
- Gathering and maintaining a history of event stats
- Presenter scripts and talking points

■ **ADVANCEMENT – DEVELOPMENT**

FOUNDATION REPRESENTATIVE, Dallas, TX – Full-Time

The Development team manages:

- Relationships with donors*
- Meaningful engagement opportunities
- Data integrity

*This position will have a concentration on foundations

DEVELOPMENT WRITER, Dallas, TX – Full-Time

The Development Communications team manages:

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- Proposals and appeals
- Website content
- Email communications with the Unto audience
- Stewardship reporting for donors

■ FIELD STRATEGY and OPERATIONS

EXECUTIVE ASSISTANT TO THE V.P. OF FIELD OPERATIONS, Orlando, FL – [Full-Time or Part-Time](#) (top need)

The Field Operations team is looking for an experienced Executive Assistant who loves Cru and its global ministry. This person will help prioritize schedules, set meetings, interact with other Cru leaders, and work closely with the VP of Field Operations to increase ministry effectiveness. The ideal candidate has a robust knowledge and history with Cru, preferably at high levels.

WOMEN'S HEALTH SPECIALIST, Orlando, FL – [Full-Time or Part-Time](#)

Our team is looking for staff women with a background in health (nurses, PTs, OTs, Nutrition, Public Health, etc) who are interested in serving national staff teams through health-focused activities. Team members help develop programs to serve vulnerable women and to improve the lives of their families and communities. This position involves traveling internationally to lead women's health workshops according to the strategic plans of the national teams. We are committed to a strategy of Win-Build-Send and we work closely with our field staff to find ways to help them gain access and build credibility in targeted communities. Through programs of health (physical, emotional, social and spiritual) we reveal the hope of Jesus Christ.

FIELD STRATEGY REPRESENTATIVE (BILINGUAL), Orlando, FL – [Full-Time](#)

The International Field Strategy team is looking for one new team member who can speak French, and one who can speak Spanish. Field Strategy Representatives are based in Orlando and serve as Unto's key relational and resource bridge to the field staff in the countries where we work.

■ SUPPLY CHAIN OPERATIONS

VOLUNTEER PROGRAM COORDINATOR, Lancaster, PA – [Full-Time](#)

Compassionate people want to help the hurting and lost around the world. You can help volunteers follow the call of Jesus to help others! We are looking for an energetic, people-loving person to coordinate the volunteer work events that keep the Unto Logistics Center continually receiving, packing, and shipping aid. Your work will be multiplied around the world through the hands of more than 10,000 volunteers a year by:

- Networking with volunteers and churches
- Communicating with interested people and groups

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- Planning work events
- Casting vision for greater involvement

■ FINANCE

ACCOUNTING ASSISTANT, Dallas, TX – Full-Time or Part-Time (top need)

This position will work with Unto's Corporate Accountant to assist with a variety of accounting and administrative tasks. Work performed will be related to:

- Gifts-in-Kind records maintenance and reconciliation
- cash management tasks for credit card transactions, donation processing, and payment file maintenance
- selected financial reporting assistance with the annual budget and external audit processes
- other tasks as necessary that directly assist the Corporate Accountant.

■ LEADERSHIP DEVELOPMENT and HR

LDHR works to strengthen Unto internally by equipping our staff members for the work of ministry. Our vision is that Unto will be a healthy, harmonized, high-performing organization where staff members love God, love others, and labor well in their God-given roles, so that more people in the toughest places on earth will experience the kindness of Jesus.

STAFF DEVELOPMENT COORDINATOR, Dallas, TX or Orlando, FL – Full-Time

As part of LDHR's strategic focus on staff and leader development and formation, the Staff Development Coordinator will be responsible for identifying and implementing opportunities for Unto team members to grow in personal character, role capacity, and professional competency. The ideal candidate is able to teach, enjoys research and learning, and has demonstrated the ability to develop people and programs. An ability to relate comfortably across different levels of the organization is important. Cross-cultural competency, familiarity with Cru's development models and systems, and spiritual leadership experience are preferred.

LDHR (GENERAL TEAM MEMBER), Dallas, TX or Orlando, FL – Full-Time (top need)

As Unto continues to grow and mature, LDHR is seeking an additional team member to help expand our departmental capacity. This individual will serve in the areas of recruitment, strategy, training, personal and professional development, staff member care, and administrative support. The specific role and title will be tailored somewhat to the staff member's gift mix, experience, and aptitude. The ideal candidate demonstrates adaptability, a care for people, and the ability to think strategically. Spiritual leadership experience and strong communication skills are highly preferred.