

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 6/24/2021.*

Top needs – see below for details

- Executive Assistant to the V.P. of Field Operations (Orlando, FL)
- Social Media Specialist (Dallas, TX)
- Video Communications Specialist (Dallas, TX)
- LDHR Coordinator (Dallas, TX preferred, or Orlando, FL)
- Volunteer Coordinator (Lancaster, PA)

■ 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.

WATER, SANITATION, AND HYGIENE PROGRAM MANAGER, Dallas, TX or Orlando, FL – **Full-Time**

The role of the Water, Sanitation, and Hygiene (WASH) Program Manager is to develop, oversee, and provide reporting on Unto's water supply and sanitation projects. The WASH team works with local partners to express the kindness of Jesus by establishing conditions that allow people to live with dignity, good health, and increased comfort and security in the toughest places on earth. This includes reducing exposure to and transmission of disease by providing sources of safe drinking water, promoting good hygiene practices, and reducing environmental health risks. As our field partners are resourced to serve their communities in this way, it greatly increases opportunities for the gospel to be shared and received, and for spiritual movements to take root.

INTERNATIONAL TRIP LEADER, Dallas, TX (preferred) or Orlando, FL – **Full-Time**

The Trips Team is looking for experienced as well as entry-level International Trip Leaders. Our mission is to serve people in the toughest places on earth at the direction of our national partners by effectively engaging trip participants to express humanitarian kindness. Trip Leaders must be able to perform duties on the field in physically and emotionally challenging environments, including carrying bags up to 50 pounds, standing for extended periods of times, walking long distances, walking on uneven ground, and working in extreme climates. Primary duties include:

- Work effectively in partnership with Unto teams (Field Strategy, Field Initiatives, Supply Chain, etc.) and national staff.
- Plan trip strategy and logistics.
- Recruit trip participants.
- Manage all trip details which includes finances and preparing trip reports.
- Travel internationally three to five times a year.

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 new team members who can speak French or Spanish with a degree of fluency. 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.

■ **ADVANCEMENT**

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.

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

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

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

EXTERNAL RELATIONS DIRECTOR, Dallas, TX – [Full-Time](#)

The external relations team manages:

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

DEVELOPMENT WRITER, Dallas, TX – [Full-Time](#)

The Development Communications team manages:

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

■ SUPPLY CHAIN OPERATIONS

The Unto Supply Chain helps believers and corporations express the kindness of Jesus to people living in the toughest places on earth. Our warehouse team in Lancaster, PA is seeking staff who love energizing the body of Christ to relieve physical and spiritual suffering. Through product donations and volunteer work events, critically needed humanitarian aid is sorted, packed, and shipped to Cru staff and their partners around the world. This humanitarian assistance helps

them gain access and build credibility with people who might otherwise be unreachable. In many cases, humanitarian aid is the main reason authorities allow ministry to continue.

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

Each day Unto receives calls and emails from volunteers who are offering their time and talents to serve. You can help them follow the call of Jesus to help others! Are you the energetic, people-loving person we are looking for 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
- Planning work events
- Casting vision for greater involvement

PROCUREMENT MANAGER, Lancaster, PA – [Full-Time](#)

When Cru partners around the world request critically needed humanitarian aid, you can help Unto meet these needs by connecting with compassionate corporations and partner ministries. Once the aid requirements come in, the hunt begins—and by the grace and kindness of God, the aid starts flowing to Unto for processing and shipment. The Procurement Manager plays a critical role in this through:

- Building relationships with compassionate corporations and ministries to fulfill needs
- Analyzing offers and accepting the most critically needed aid
- Coordinating shipment of aid to the Unto Global Logistics Center
- Evaluating new humanitarian aid products generated by innovative companies and ministries

WAREHOUSE OPERATIONS SPECIALIST, Lancaster, PA – [Full-Time](#)

Few things in life give greater satisfaction than being part of a team that is directly responsible for making the lives of others better. Shake off the stuffy confines of an office and help people around the world every day in a fast-paced, warehouse environment. You keep the supply chain flowing to missionaries in more than 30 countries through:

- Receiving shipments (small and large) of critical aid
- Keeping partners informed of available supplies through inventory management
- Preparing aid for shipment through work events
- Loading and shipping containers of aid for Cru staff and partners

OPERATIONS SPECIALIST, AGRICULTURE, Lancaster, PA – [Full-Time](#)

Unto strives to be even more responsive to needs around the world. So many partners overseas have asked for the ability to help their people be self-sufficient by growing their own food. As an Operations Specialist, you can focus on expanding procurement and processes related to seeds, drip irrigation, and all things agriculture. You can help stop hunger through:

- Researching and ordering heirloom seeds
- Planning and managing seed and drip irrigation kit events with the PACKHOPE Experience
- Shipping agricultural assistance world-wide
- Training trips with other Agriculture Program staff members

■ 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 each other, and serve well in their God-given roles, so that more people in the toughest places on earth will experience the kindness of Jesus.

LDHR COORDINATOR, Dallas, TX (preferred) or Orlando, FL – [Full-Time](#) (top need)

The LDHR Coordinator is an important leadership role in the work of culture-building, staffing, personal, professional, and team development, staff member care, and administrative support in compliance with Cru/HR policies and systems. The ideal candidate is a servant leader with a strong value for fruitfulness, growth, and organizational health, and who can manage wide-ranging concurrent priorities and projects. Important qualities include an ability to work well proactively and independently, as well as alongside staff members at all organizational levels. No HR experience is necessary but spiritual leadership experience is highly preferred.

STAFF DEVELOPMENT COORDINATOR, Dallas, TX or Orlando, FL – [Full-Time](#) or [Part-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 staff members and teams 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 supervisory experience are preferred.

■ EXECUTIVE OFFICE

EXECUTIVE ASSISTANT TO THE PRESIDENT, Dallas, TX – [Part-Time](#) or [Full-Time](#)

The ideal candidate has strong time management skills, can quickly switch between a variety of projects, can maintain a high level of confidentiality, and has strong interpersonal skills. The Executive Assistant duties include but are not limited to:

- Maintain business calendar for the Unto President/CEO and schedule and arrange a variety of meetings
- Prepare and distribute business correspondence, meeting agendas, minutes, and other materials, including those of a confidential nature
- Assist in planning events, including Unto board meetings, leadership team retreats, and staff socials
- Attend meetings with the Unto CEO to take notes on relevant action points
- Oversee an efficient office environment, including purchasing office supplies and serving as the liaison between Unto and The Hope Center

■ FINANCE

The Finance Team supports and accelerates Unto's mission by facilitating financial stewardship through accounting, financial analysis, project administration, and other financial tasks.

ACCOUNTING ASSISTANT, Dallas, TX – [Full-Time](#) or [Part-Time](#)

- This position will work with Unto's Corporate Accountant to assist with a variety of accounting and administrative tasks. The ideal candidate has a good knowledge and understanding of accounting principles, is detail-oriented, proficient with Excel, MS Word, and PowerPoint, and is a good communicator. Work performed will be related to:
 - Cash management tasks for credit card transactions, donation processing, and payment file maintenance
 - Preparation of financial and statistical statements and reports
 - Gifts-in-Kind (GIK) records maintenance and reconciliation
 - Selected financial reporting assistance with the annual budget and external audit processes
 - Other tasks as necessary that directly assist the Corporate Accountant.