

# RMO STAFF OPPORTUNITIES

Unto<sup>®</sup> 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](mailto:jobs@unto.com). *Revised 12/20/2021.*

Top needs – see below for details

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

## ■ 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 unreached. In many cases, humanitarian aid is the main reason authorities allow ministry to continue.

### **ASSOCIATE DIRECTOR OF SUPPLY CHAIN OPERATIONS**, Lancaster, PA – **Full-Time**

When a supply chain is fully functioning, supplies are getting to the right people at the right time for help and hope. You can help the Supply Chain Director oversee operations and systems from procurement all the way through processing, shipping, and celebrating delivery and ministry.

Your management skills will touch more than 30 countries through:

- Managing a dedicated team of supply chain specialists
- Increasing effectiveness of the facility and transportation fleet
- Utilizing all sources to meet Field Strategy requirements for humanitarian aid
- Increasing the disaster relief capabilities for work in the US

### **VOLUNTEER MOBILIZATION 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 \(top need\)](#)

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

#### **INTERNATIONAL LOGISTICS COORDINATOR**, location flexible, – Part-Time

A container of critical humanitarian aid doesn't simply leave the U.S. and arrive at its destination without coordination. As an essential part of the supply chain, you would help to facilitate humanitarian resources to our Cru staff and their partners worldwide. With a role that sits at the intersection of the Field Strategy, Supply Chain, and Finance departments, you'd work with the International Logistics Manager to coordinate container projects on time and on budget. Your attention to detail and communication skills will have a profound impact in every country Unto ships to through:

- Supporting multiple Unto teams and departments
- Effectively using the Microsoft suite
- Creative problem solving

- Timely, professional, and culturally appropriate communication

**OPERATIONS SPECIALIST, VISION, Lancaster, PA – Full-Time**

Unto strives to be even more responsive to needs around the world. So many partners overseas have asked for eyeglasses and doctors to prescribe the right prescription. As an Operations Specialist for Vision, you can focus on expanding procurement and processes related to eyeglasses needed for mission trips around the world. You can help people see through:

- Researching and ordering eyeglasses
- Maintaining inventory and trip usage statistics
- Shipping eyeglass kits world-wide
- Vision clinic trips with volunteer participants and other staff members

**In addition, the Supply Chain needs staff members who can assist departments with:**

- Maintaining budget, inventory statistics, and ordering humanitarian aid used in the Women’s Health Initiative Program
- Supporting the Unto Campus Team with occasional special projects like on-campus events, recruiting calls, conferences, digital summer mission, preview day
- Helping the Finance Team with cost accounting by receiving and valuing humanitarian aid
- Leading volunteers as they sort and pack aid for shipments
- Joining or leading teams on domestic disaster relief trips

## ■ 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 or ASSOCIATE DIRECTOR, Dallas, TX or Orlando, FL – Full-Time (top need)**

The LDHR Coordinator or Associate Director 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 personal growth and fruitfulness and organizational health and development. This person will need to manage wide-ranging concurrent priorities and projects. Important qualities include an ability to work proactively and relate comfortably alongside staff members at all organizational levels. No formal HR experience is necessary but spiritual leadership experience is highly preferred.

**MOBILIZATION COORDINATOR, Dallas, TX or Orlando, FL – Full-Time or Part-Time**

Help direct Unto’s staff recruitment efforts inside and outside of Cru.

**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.

## ■ **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.

### **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

## ■ 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.

**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 who are interested in helping 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.