

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.

The majority of Unto staff serve at one of our three primary sites: Plano, TX, Lancaster, PA, and Orlando, FL. For location information regarding a specific role, and all other inquiries, please contact us at jobs@unto.com. Some roles require international travel; all roles could include international travel.

Revised 3/3/2022.

■ OPERATIONS

INFORMATION TECHNOLOGY MANAGER

The Information Technology team serves Unto in all areas of technology in order to create a more standardized, reliable, secure, and efficient environment for Unto digital infrastructure. This helps Unto achieve its mission to relieve suffering, restore dignity, and reveal hope in some of the toughest places on Earth. The Information Technology Manager must have experience in the following:

- Developing and managing technology budgets
- Managing end-to-end technology projects
- Overseeing end-user hardware and software support
- Overseeing IT infrastructure operations

■ LEADERSHIP DEVELOPMENT and HR

LDHR works to strengthen Unto internally by equipping staff 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

The LDHR Coordinator or Associate Director is an important leadership role in the work of culture-building, staffing, staff member care and development, and administrative support in compliance with Cru/HR policies and systems. The ideal candidate is a servant leader with a strong value for personal 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

The Mobilization Coordinator will help direct Unto's staff recruitment efforts and is a highly strategic role in helping the ministry become what the Lord is calling us to become. This individual can balance present reality and future potential as they help move people into the work of the Great Commandment and Great Commission. The ideal candidate is intellectually dynamic, personable, can function well as a spokesperson, and enjoys taking the initiative to run with a vision.

*The LDHR Coordinator/Associate Director could also fulfill the function of Mobilization Coordinator, depending on the candidate.

PRAYER COORDINATOR

The Prayer Coordinator is a critical role that will work alongside ministry leadership to help define and implement a comprehensive prayer strategy throughout Unto. This involves leading Unto's participation in Cru prayer initiatives, giving direction to internal prayer initiatives, and cultivating awareness of prayer needs throughout the ministry and in the locations where our partners serve.

FIELD OPERATIONS

EXECUTIVE ASSISTANT TO THE VP OF FIELD OPERATIONS

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 TRIPS TEAM LEADER

This role is responsible to train, coach, supervise, and lead the Unto Trips Team. This includes shepherding the professional and personal development of staff members and interns, managing team strategic planning and budget, and planning annual participant trip cycles. In addition, this person must work effectively in partnership with other Unto teams, especially Field Operations and Supply Chain. Experience leading international trips with Cru and ability to travel internationally three to five times a year is highly preferred.

INTERNATIONAL TRIP LEADER

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:

- 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

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

The International Field Strategy Team is looking for new team members to serve as Unto's key relational and resource bridge to the field staff in the countries where we work. Field Strategy Representatives must have significant international travel experience or lived overseas.

FIELD STRATEGY REPRESENTATIVE (BILINGUAL)

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 serve as Unto's key relational and resource bridge to the field staff in the countries where we work.

AGRICULTURE SPECIALIST

The Agriculture Specialist brings specialized experience and passion that enables Unto's Agriculture Team to accelerate spiritual movements in places where hunger, food insecurity, and malnutrition claim lives and endanger communities. This team helps our global Cru partners express the kindness of Jesus by meeting primary food needs of communities, growing more food, and improving nutrition and environmental health. This position involves travel for international agriculture workshops, field research, curriculum development, cultivating long-term partnerships, and potentially leading Cru student summer missions.

GEOGRAPHIC CAMPUS FIELD REPRESENTATIVE (WEST COAST)

Work alongside a geography of Campus Team Leaders to build a culture of humanitarian practice to aid in reaching scope. Must be able to employ strategies of partnership, project development and management. The ideal candidate is strong in the spokesperson and coach roles, and has substantial knowledge of the geography they will serve in. This role includes travel, working on a diversified team at a distance, and a fun and visionary working environment.

GEOGRAPHIC CAMPUS FIELD REPRESENTATIVE (EAST COAST)

Work alongside a geography of Campus Team Leaders to build a culture of humanitarian practice to aid in reaching scope. Must be able to employ strategies of partnership, project development and management. The ideal candidate is strong in the spokesperson and coach roles, and has

substantial knowledge of the geography they will serve in. This role includes travel, working on a diversified team at a distance, and a fun and visionary working environment.

CRITICAL AID PROGRAM MANAGER

The Critical Aid Program Manager is a vitally important leadership role for the present and future of Unto Field Operations. This person will shepherd and give strategic direction to the Critical Aid Program, which includes several functional teams and initiatives: Women's Health, Mobility, Vision, Refugee Care, Ministering to the Broken-Hearted, and more. The ideal candidate has experience leading other leaders and an extensive working knowledge of global Cru.

DISASTER RELIEF COORDINATOR (DOMESTIC)

The Unto[®] Disaster Relief Initiative exists to equip and mobilize Cru staff members, students, and partners to express the kindness of Jesus by providing help and hope when disaster strikes. This person will develop the operational capacity and infrastructure of Unto Disaster Relief in the U.S., and assess domestic disaster events to help determine when, where, and how resources and manpower will be mobilized. This person must be able to coordinate and partner effectively with other Unto departments and U.S. Cru ministries. In addition to being proficient in disaster relief principles and best practices, the Disaster Relief Coordinator must be capable of performing duties in physically and emotionally challenging circumstances.

DISASTER RELIEF COORDINATOR (INTERNATIONAL)

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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. 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

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

PROCUREMENT OFFICER

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 Officer 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

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

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, creative problem solving, and communication skills will have a profound impact in every country Unto ships to.

ORLANDO WAREHOUSE MANAGER

The Orlando Warehouse Manager will play a critical role in helping Unto and other Cru ministries fulfill their respective missions from the home-base of the new Cru Annex warehouse near Cru Headquarters in Orlando, FL. The Warehouse Manager will coordinate the use of space and equipment for receiving, shipping, and storage, as well as events and special projects. The manager will also be responsible for the safety of staff and volunteers, and for the care of the facility and equipment.

■ **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.

VIDEO COMMUNICATIONS SPECIALIST

The Video Communications Specialist manages:

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

SOCIAL MEDIA SPECIALIST

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

The Visual Communications team manages:

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

EXTERNAL RELATIONS DIRECTOR

The external relations team manages:

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

DEVELOPMENT WRITER

The Development Communications team manages:

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