

# 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: Dallas, TX, Lancaster, PA, and Orlando, FL. For location information regarding a specific role, and all other inquiries, please contact our recruiting team at [jobs@unto.com](mailto:jobs@unto.com) or fill out this [Asana form](#). Revised 2/23/23.

## ■ 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. At Unto's Global Logistics Center in PA and at the new Cru Annex warehouse in Orlando, critically needed humanitarian aid is processed, 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 ministry is able to continue in the toughest places.

### **COMMUNITY ENGAGEMENT COORDINATOR (Orlando, FL) (priority need)**

With the Cru® Annex in Orlando opening in 2022, there are now great opportunities for volunteers to serve and join in hands-on, behind-the-scenes work to fulfill the mission of Unto®. We are looking for someone to fill the critical role of helping connect individuals and groups to these opportunities. The person who fills this position must be a skilled communicator who enjoys taking a vision and running with it to help build and shape something from the ground up.

### **VOLUNTEER ENGAGEMENT SPECIALIST (Lancaster, PA)**

At the Unto® Global Logistics Center in PA, volunteers and groups frequently arrive (sometimes unannounced!) to offer their time, energy, and skills to serve in the processing of critically needed humanitarian aid. Our Supply Chain Team is looking for a friendly, extroverted team member or two who can help welcome, organize, and coach these volunteers, so they have a meaningful experience, whether they are decades-long partners with Unto or it is their first time on site.

### **CRITICAL AID OPERATIONS (Lancaster, PA) (priority 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 confines of an office and help people around

the world every day in a fast-paced warehouse environment. You will help keep the supply chain flowing to missionaries in more than 40 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.

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### **PACKHOPE EXPERIENCE ASSISTANT**

PACKHOPE Experience events provide a meaningful Unto® service opportunity for volunteers to engage in a fun event, packing meals or seeds with others. These meals and seeds then are provided to international Cru® partners, who take them to people in their communities who do not have enough food to eat. As this happens, they are able to serve their neighbors with the kindness of Jesus and build relationships with them. The PACKHOPE Experience Assistant works closely with the PHE Coordinator to track planned and prospective events. Skills needed are in general administration, communication, and familiarity with Excel spreadsheets and mail-merge documents.

### **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 Unto® supply chain, you will 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 will 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 effect in every country where Unto ships aid. This role can be part-time.

## **FIELD STRATEGY AND OPERATIONS**

### **INTERNATIONAL TRIPS TEAM LEADER (priority need)**

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.

### **FIELD STRATEGY REPRESENTATIVE**

The International Field Strategy Team is looking for new team members to serve Unto® as key relational and resource bridges to Cru® field staff in the countries where Unto works. 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, Spanish, Russian, or Arabic with a degree of fluency. Field Strategy Representatives serve Unto® as key relational and resource bridges to Cru® field staff in the countries where Unto works.

### **WASH PROJECT COORDINATOR (priority need)**

The WASH (Water, Sanitation, and Hygiene) Team at Unto® 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. The WASH Program Coordinator will fill a critical operational role on this team by administering and coordinating WASH projects. This person will work closely with the WASH Program Manager to create comprehensive action plans, budgets, and schedules for projects. This person will work with a variety of stakeholders and should have exceptional communication skills. No WASH training or experience is required. This role can be part-time (two days/week minimum).

### **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 of the U.S. west coast. 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 of the U.S. east coast. This role includes travel, working on a diversified team at a distance, and a fun and visionary working environment.

## **AGRICULTURE SPECIALIST**

The Agriculture Specialist brings specialized experience and passion that enables the Unto® 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 can include some or all of the following: travel for international agriculture workshops, field research, curriculum development, cultivating long-term partnerships, conducting virtual trainings, and leading Cru student summer missions.

## **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 20 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 to develop programs to serve vulnerable women and 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.

## **DISASTER RELIEF COORDINATOR (DOMESTIC)**

Unto® Disaster Relief projects equip and mobilize Cru® staff members, students, and partners to express the kindness of Jesus by providing help and hope when disaster strikes. The Disaster Relief Coordinator 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 work 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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## EXECUTIVE OFFICE

### **CRISIS MANAGEMENT ADMINISTRATOR (priority need)**

The Unto® Crisis Manager position will work closely with Unto field and executive leadership to help give oversight to the crisis management function in the ministry. The position will coordinate with the U.S. and Global Crisis Managers to ensure that Unto staff members are adequately evaluating risk and preparing for likely events as we seek to go to the toughest places. This position also will assist Unto staff members in following the travel protocols set by receiving countries and the global crisis manager. If a crisis arises, the Unto Crisis Manager will help care for the staff families involved and help support the crisis manager who is overseeing the crisis, as needed. This role will require good organization, thorough attention to detail, and strong communication skills. Depending on the interest and skill set of the candidate, this person could be coached by experienced crisis managers to lead crisis response, as needed.

## 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, and brand storytelling standards. The position could include some international travel.

### **SOCIAL MEDIA SPECIALIST (priority 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**

The Visual Communications team manages:

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

### **DEVELOPMENT WRITER**

The Development Communications team manages:

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

## ■ **LEADERSHIP DEVELOPMENT and HR**

LDHR equips and supports Unto staff to accomplish the mission by serving in the areas of personnel strategy, training and development, administrative processes, staff advocacy and care, and as a champion of a healthy culture. 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.

### **SENDING COORDINATOR**

The Sending Coordinator is a part-time role that will work with the Unto® Mobilization team and the national Cru® sending team to effectively engage with people who apply for Unto staff opportunities. This person will help to confirm God's leading in hiring applicants, as well as empower applicants to take next steps toward missional service. This role can be combined with other LDHR duties to form a larger part-time or full-time position.

## ■ **MISCELLANEOUS**

### **EVENTS COORDINATOR (Orlando, FL)**

The scope and nature of this role can vary depending on the candidate, but this is a growing need within Unto®.