



Every Home for Christ, headquartered in Colorado Springs, CO, is an international mission organization focused on the Great Commission. We systematically reach the lost by going home to home with the Gospel in over 130 nations, and disciple all new believers that come to Christ. We have reached more than 3 billion homes with the Gospel and have seen over 150 million people respond to the Gospel.

International Resource Coordinator

Location: Colorado Springs, CO

Status: Regular, full-time

Responsibilities

- Maintains a personal relationship with Jesus Christ. Is a consistent witness for Jesus Christ, maintains a courteous, Christ-like attitude in dealing with people within and outside of Every Home for Christ.
- Adheres to the Biblical standards of moral conduct, EHC vision statement, EHC statement of faith, EHC's Employee standards and policies, EHC's Covenant of Harmony and upholds Every Home for Christ's ministry in prayer.
- Coordinate improvements to EHC ministry resources related to design and content in order to increase their impact in various cultures (working with EHC ministries, ministry partners, and relevant EHC departments).
- Responsible for prioritizing and coordinating resource translation (working with EHC ministries, professional translators, designers, and relevant EHC departments).
- Coordinating EHC's acquisition of Bible-usage agreements and maintaining EHC's obligations in said agreements.
- Representing EHC's interests, as defined by EHCI leadership, to external audiences (e.g. partner ministries, networks, vendors, intellectual property owners, etc.)
- Responsible for interacting with other EHC departments and outsourced labor to achieve agreed upon outcomes.
- Developing and maintaining systems that track the status and progress of relevant projects.
- Responsible for various projects as requested

Qualifications:

- Has a personal relationship with Jesus Christ
- Firm believer in the power of the printed Gospel, the Every Home for Christ methodology and the mandate of the Body of Christ to make disciples
- Strong passion for evangelism, discipleship, prayer
- Education: high school diploma or equivalent; 0-3 years of similar experience
- High attention to detail; High level of flexibility; Effective time management skills
- Excellent knowledge of MS Office/office management systems
- Joy in maintaining the details; ability to create new and successful processes
- Exemplifies a servant's heart
- Must be able to travel international and domestic

Base pay will depend on experience.

To Apply:

In order to be considered, please complete application online www.ehc.org/employment

The above statements are intended to describe the essential functions of this job. It may be necessary for a person to perform other tasks as needed.