

Position Title

Administrative Manager for Costa Maya/Cruz de Cristo Ministry

Position Description

The core role of the Costa Maya Ministry Administrative Manager is always to focus ministry efforts to spread the gospel of Jesus Christ in Costa Maya. This role includes assisting with the nurturing of the congregation in their faith as members and as disciples of Jesus Christ in Cruz de Cristo Lutheran Church.

Key areas of work include

- Manage the CMM Humanitarian Aid ministry (meals outreach)
- Visitor management
- Office administration & support
- Partner communications & management
- Vehicle Maintenance coordination
- Facilities management
- Local financial administration

Responsibilities

- Christian Welfare
 - get to know local people and their needs
 - get to know local humanitarian services
 - field humanitarian requests, do some minor screening, and forward to right person/group
 - soup kitchen oversight, planning and administration
 - buy/order supplies weekly
 - brainstorm, coordinate, distribute donations from stateside groups and individuals
- Visitors/mission trips
 - Coordination with CMM volunteer management staff
 - hotel reservations
 - pre-trip communication
 - on-the-ground orientation and management
- Local office work
 - copies, Sunday materials, etc.
 - church records
 - make flyers, etc. for church events
 - promote church events through town Facebook and other means
- Partners
 - photos and videos for regular Facebook/blogging to tell story
 - special updates to partners re big events, etc.
- Supplies
 - keep track of and purchase all office supplies
 - inventory and purchase all meal outreach supplies

- likely monthly trip to Chetumal, Mexico
- Building
 - Office and ministry bill paying
 - coordinate maintenance and repairs
 - maintain records and contracts
- Vehicles
 - coordinate keys to local drivers
 - coordinate repairs with mechanic
 - possible trips to Chetumal
 - keep maintenance, title etc. records
 - keep insurance and registration up to date and paid
- Local finances
 - Funds distribution and management
 - collect and record local Sunday and special offerings
- Other
 - cover office needs while other staff members are away
 - provide copying and supply ordering support for Education Director
 - youth work
 - organize service projects
 - train local people to take over as many of the responsibilities as possible
 - initiating community service projects

Qualifications

- Spanish language fluency
- Education training and experience
- Understanding the basic principles outlined in the book titled “When Helping Hurts”

This position is a one-year offer with extension upon mutual consent

This position reports directly to the CMM in-country Missionary

Administrator Compensation Package:

Location	Mahahual, Quintana Roo, Mexico
Salary	\$30,000 Annual (USD)
Housing	Furnished apartment/utilities including WIFI is provided
Transportation	Use of ministry vehicles including fuel for ministry activities.
Travel	Ministry compensation for travel to and from Mahahual, Mexico from current residence at beginning and end of ministry contract, plus one round trip during the year-long contract.
Insurance	Health insurance is the responsibility of the employee. Emergency insurance may be available through WELS.
Contact	Missionary Martin Valleskey, pastormvalleskey@gmail.com