



Job title	<i>Field Coordinator</i>
Reports to	<i>Location Field Director</i>

Job purpose

The responsibility of a Field Coordinator is to help and assist the Field Director in accomplishing tasks and goals set in the location in which they serve. The following list of responsibilities is not comprehensive, additional tasks may be requested at the discretion of the Field Director.

* Please note that some field coordinators will be asked to hold more responsibility over certain job aspects than others.

Duties and responsibilities

Operations

- Build as needed
- Help maintain fleet vehicles
- Help order and maintain nail crate materials
- Assist in material inventory
- Help order, replace, and maintain tool kits
- Assist in maintaining ministry properties (domestic and international)

Team Care

- Maintain team relations
- Assist with interns within field
- Assist in scheduling builds
- Assist in arranging team accommodations and transportation

Pastor's Committee

- Attend pastors meetings, when needed
- Assist in family follow-up
- Enter application data for families, including mapping

Requirements

Each staff member, in addition to the above-stated job responsibilities, must continue to uphold the Casas por Cristo Mission and Vision Statements and the Code of Conduct. This includes, but is not limited to:

- Maintaining a healthy spiritual life and relationship with God
- Demonstrating characteristics of a Christ-centered life
- Attending devotions and meetings with Casas staff regularly

- Being flexible in realizing that ministry is not always conducive to 9-5 work days

** Casas por Cristo and/or the Field Director, in a position of authority over the employee, reserves the right to adjust, modify and clarify this job description at any time and will give notice to the employee affected by the changes.*