

## Ministry Opportunity -- Retirement Coordinator

TEAM's Retirement Coordinator is a liaison between the rich heritage of retirees and the organization. Communication and personal visits help maintain valuable relationships with retirees, as well as with others who have been associated with TEAM (adult MKs, former missionaries, former staff). Assisting active missionaries as they prepare for retirement is also an important part of this person's role.

Profile of an ideal candidate:

- Godly character evidenced by a personal, authentic and growing relationship with Jesus Christ
- Active in a Bible-believing church
- A strong awareness of the value on the multigenerational nature of the church's missionary effort
- A passion for ministry
- An attitude of humility and service
- Excellent interpersonal, communication, and organization skills
- Overseas ministry experience and familiarity with TEAM's history and policies are a plus

### Requirements:

- As TEAM's primary liaison with our retirees, a positive, upbeat perspective of TEAM is an essential job requirement.
- Patient, dependable, confident, professional, efficient and accurate in handling details
- Excellent communication skills – ability to communicate effectively, accurately, and with clarity in a friendly and positive manner both orally and in writing; a pleasant telephone voice; creates a positive first impression
- Able to commit to at least three years work at TEAM and ideally longer
- Self-starter and independent worker, yet able and ready to be a team player
- Excellent organizational skills
- Good computer skills

This position is part-time (30 hours/week)

If you resonate with TEAM's Statement of Faith found at [www.teamworld.org](http://www.teamworld.org) and would like to apply for this position, send your cover letter and resume to:

e-mail: [jobs@teamworld.org](mailto:jobs@teamworld.org)  
mail: Bonnie McGraw, HR Manager  
The Evangelical Alliance Mission / TEAM  
400 S. Main Place, Carol Stream, Illinois  
Fax: 630-653-1826

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