

Outreach Coordinator

Mission Aviation Fellowship (MAF), a Christian nonprofit organization founded in 1945, is seeking people who share our desire to see isolated people changed by the love of Christ. MAF operates globally, with its headquarters located in Nampa, Idaho. MAF's core values are: we follow Jesus, we serve together, we commit to a higher standard, and we value each other. This position is a vital part in serving together to bring help, hope, and healing through aviation.

A Brief Overview

The Outreach Coordinator advances Mission Aviation Fellowship's (MAF) talent acquisition efforts by coordinating and maximizing outreach opportunities where MAF can engage potential missionary candidates - aviation professionals, students, church members, and other audiences - with the opportunity to serve with MAF so that the Gospel is proclaimed and God's Kingdom is extended.

This position requires an active commitment to the mission, values, and doctrinal stance of MAF. In the course of performing job duties, the employee will act in a manner that is Christ-honoring as well as Christ-like, demonstrating a personal Christian faith and witness in all interpersonal interactions. In addition, the employee must be willing to assist with other projects and duties as assigned by their manager.

Essential Duties

- Outreach Opportunities: Planning and Implementation
 - Coordinates MAF's participation in assigned outreach opportunities for the Talent Acquisition team from initial registration through completion and follow-up.
 - Researches identifies, and coordinates strategic outreach opportunities including airshows, aviation career fairs, mission conferences, church events, college and university events, and other venues where MAF can engage potential staff.
 - Coordinates workshops at partner schools, presentations, and other MAF-hosted activities associated with outreach opportunities.
 - Organizes internships with field programs, partner schools, and team leaders. Ensures compliance with school requirements are met and follow MAF procedure for scheduling field visits.
 - Serves as the primary point of contact with event organizers and maintains appropriate communication throughout the planning process.
 - Coordinates event logistics including booth space, displays, equipment, promotional materials, shipping, setup, teardown, and other event requirements.
 - Develops and maintains event planning timelines, checklists, and procedures to ensure consistent and effective execution.
 - Coordinates staffing needs for outreach opportunities and communicates schedules, responsibilities, expectations, and event information to participating MAF staff, advocates and/or volunteers.
 - Works with appropriate MAF departments to develop and secure promotional materials and resources needed for each outreach opportunity.
 - Ensures MAF's presence and messaging at events is professional, engaging, and consistent with MAF's mission, values, and branding.
 - Builds and maintains positive relationships with event organizers, schools, churches, aviation organizations, mission organizations, and other strategic partners.
 - Travels as needed to set up, attend, and actively participate in assigned outreach opportunities.
- Outreach Outcomes: Tracking and Evaluation
 - Establishes and maintains systems for tracking outreach opportunities and event outcomes.
 - Ensures contacts, leads, conversations, and other appropriate event outcomes are accurately recorded in MAF's CRM/Salesforce system.
 - Tracks follow-up activity and works with appropriate Talent Acquisition staff to ensure contacts are connected to appropriate next steps.
 - Develops and maintains reports that measure the effectiveness of outreach opportunities.

- Tracks event participation, contacts generated, meaningful conversations, candidate interest, follow-up activity, and other agreed-upon measures.
- Monitors event expenses and other resources invested in outreach opportunities.
- Produces regular reports and analyses to communicate outreach activity, outcomes, trends, and opportunities.
- Maintains historical event, workshop and internship data to support future outreach planning and decision-making.
- Outreach Strategy: Development and Improvement
 - Analyzes outreach results and identifies trends, opportunities, and areas for improvement.
 - Develops recommendations regarding which outreach opportunities MAF should continue, expand, modify, or discontinue.
 - Develops strategies to increase the effectiveness of MAF's presence at outreach opportunities.
 - Identifies new outreach opportunities and audiences that may provide access to potential MAF candidates.
 - Evaluates the effectiveness of event messaging, displays, workshops, promotional materials, and methods of engaging potential candidates.
 - Gathers feedback from event organizers, MAF staff, advocates, and prospective candidates and incorporates feedback into future planning.
 - Collaborates with Talent Acquisition leadership to develop annual outreach priorities and strategies.
 - Develops and documents best practices for effective outreach opportunity planning and execution.
 - Recommends changes in resource allocation based on event outcomes, audience engagement, and mobilization potential.
- General Administration and Other Duties as assigned
 - Collaborates with other MAF departments to support organizational goals.
 - Maintains accurate records related to outreach opportunities, registrations, contracts, expenses, contacts, and outcomes.
 - Participates in department meetings, planning activities, and organizational initiatives.
 - Communicates regularly with appropriate MAF staff regarding upcoming outreach opportunities, event needs, results, and recommendations.
 - Assists with the development and maintenance of outreach procedures, training materials, and resources.
 - Performs other projects and duties as assigned by the manager.

Qualifications

- High School Diploma/GED or equivalent combination of education and experience required.
- 1 year experience in event or project planning and implementation required.
- 1 year experience in public speaking preferred.
- 1 year experience in guiding and engaging with groups preferred.
- 1 year experience in leading and managing volunteers preferred.

Skills

- Intermediate skill in event planning and coordination
- Intermediate skill in logistics management
- Basic skill in volunteer management
- Basic skill in Microsoft Excel and Word
- Intermediate skill in Microsoft Outlook and Teams
- Intermediate skill in learning new software as applicable

Competencies

- Works cooperatively with others
- Develops better, faster, or less expensive ways to do things.
- Ensures that others involved in a project or effort are kept informed about developments and plans.

- Expresses ideas clearly and concisely both verbally and in writing
- Identifying what needs to be done and takes action before being asked or the situation requires it.
- Establishes workload priorities and consistently follows through with on time completion.
- Can effectively handle several problems or tasks at once.
- Develops and uses systems to organize and keep track of information or work progress.
- Partners with others to plan and execute event strategies.
- Which includes setting goals, working under pressure, and managing time effectively?

Physical Requirements

- Frequently standing, walking, and sitting
- Occasionally lifting, pushing, pulling, and carrying up to 50 lbs.
- Occasionally climbing, stooping, kneeling, crouching, crawling, and reaching

Travel Requirements

- Frequent domestic travel with significant overnight travel to attend meetings, make presentations, interact with people and set-up and/or attend a variety of special events in various locations throughout their territory of service.
- Infrequent international travel with major donors on vision trips and assist with being attentive to and taking care of the needs of major donors.

Starting Pay Range

\$22.45 to \$26.19 per hour

MAF is committed to paying our team members competitively to the industry market and to being a market leader in benefits and work/life balance programs. Consistent with our value..." We commit to a high standard," MAF's Total Rewards Philosophy is designed to maintain and improve our market competitiveness in the NGO sector to attract and retain our most critical resource - our people.

MAF is committed to creating and maintaining a work environment free from any form of unlawful discrimination or harassment. As a faith-based religious organization pursuant to the Civil Rights Act of 1964, Section 702 (42 USC @2000e), MAF has the right to and does solely hire candidates who agree with our Statement of Faith and agree to abide by our Standards of Conduct.

MAF expects all MAF staff to comply with its Safeguarding Policy. This includes proper moral and ethical conduct towards all children and vulnerable adults, in all circumstances and in all relationships. In addition, all MAF staff have a responsibility to seek to prevent any form of abuse, to raise any ongoing concerns, and to report any harm, abuse, or neglect to children or vulnerable adults, discovered or reasonably suspected. Violations of this policy will be subject to corrective action up to and including termination of employment.

MAF seeks to create a workplace that is intentional about Kingdom Inspired Diversity. Our commitment to our employees extends to their opportunities for personal and professional growth and development. We will make reasonable accommodation for qualified individuals with known disabilities, unless doing so would result in undue hardship to the organization.