

Advancing Indigenous Missions

235 Princess St.
Winnipeg, MB R3B 1L9
204.957.8784

HOSPITALITY TEAM

Position: Itinerary Coordinator

Employment: Volunteer or Self-supporting Staff

Hours: Flexible

Contact: Keith Peters, Administrator
204.957.8784
kpeters@aimi.ca

General Description:

The role of the Itinerary Coordinator will be to organize and coordinate visits for AIM's guest missionaries. Organizing meetings with churches, church groups, and individuals will be the primary focus of this position.

The purpose of the position is to ensure that we honor and respect the time and effort that our visitors take to come to Canada. Preparing a basic overall schedule for our guests will be integral for AIM to help make their time most effective.

General Responsibilities:

1. Work with the Director and Administrator to generate a general plan for itineration of visits
2. Contact churches and church groups via telephone and/or e-mail to set appointments
3. Schedule appointments and meetings that are well coordinated according to the overall time available during the visit
4. Ensure that all documents are prepared and that all processes are undertaken in a timely manner so that most surprises can be avoided (for example: ensure that all documents are sent for obtaining the appropriate Visa in a timely manner)

Qualifications:

1. Growing relationship with Jesus Christ
2. A strong commitment to prayer
3. Sensitive to cross-cultural differences
4. Displays a heart for and interest in getting to know indigenous missionaries
5. Organized and self-motivated

General Expectations:

1. Work alongside the Administrator
2. Be sensitive to cultural differences
3. Adhere to AIM's core values
4. Establish and maintain Christ-centered relationships with other volunteers and AIM staff