
13 Heath Lane, Schooley's Mountain, NJ 07870 • (908) 852-3044 • www.lmusa.org • hresources@liebenzellusa.org

Department: Global Ministries

Reports To: Director of Global Ministries

Location: Liebenzell USA Headquarters – Schooley's Mountain, NJ

Employment Status: Full-Time / Part-Time (as designated)

Work Arrangement: Onsite only (this position is not eligible for hybrid or remote work)

Position Summary

The Missionary and Champion Relations Assistant supports Liebenzell USA's mission by fostering meaningful connections between missionaries, their champions (donors, churches, and prayer partners), and the wider Liebenzell community. This role provides administrative, communication, and logistical support to ensure both missionaries and champions are informed, encouraged, and well-supported in fulfilling God's global mission through Liebenzell USA.

Key Responsibilities

1. Communication & Engagement

- Assist in preparing and sending regular updates, newsletters, and prayer letters for missionaries and champions.
- Help coordinate communication between missionaries, champions, and the Global Ministries office, ensuring timely responses and relational follow-up.
- Support the development of creative communication materials (emails, social media content, thank-you cards, event invitations).
- Track and manage engagement touchpoints (birthdays, anniversaries, milestones, deployments, etc.) for missionaries and champions.

2. Administrative Support

- Maintain accurate records of missionary and champion contact information, communication history, and giving data in the CMS/database.
- Support data entry, mailing list updates, and reporting for missionary and champion correspondence.
- Assist with gift acknowledgment letters and ensure timely distribution of thank-you notes or tax receipts in coordination with the Finance Office.
- Help prepare missionary updates, reports, or documents needed for board meetings, prayer networks, and events.

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3. Event & Project Coordination

- Assist with planning and execution of events such as MissionFest, Open House, missionary send-offs, and champion appreciation gatherings.
- Coordinate logistics for missionary or champion visits to campus and field-related events (lodging, meals, registration, materials).
- Support production and distribution of promotional materials, prayer cards, and appreciation gifts.

4. Collaboration

- Work closely with the Director of Global Ministries, Communications Department, and Finance team to ensure unified messaging and efficient processes.
- Collaborate with missionaries to gather stories, prayer requests, and field updates for communication use.
- Participate in team meetings, staff prayer, and training opportunities to grow in understanding of Liebenzell's mission and values.

Qualifications

- Strong personal faith in Jesus Christ and alignment with Liebenzell USA's mission and statement of faith.
- Excellent interpersonal and written communication skills.
- Highly organized with attention to detail and ability to manage multiple tasks simultaneously.
- Proficiency with Microsoft Office, Google Workspace, and CMS/databases (e.g., SharePoint, WordPress, or similar systems).
- Creative and relational mindset with a heart for missionary care and donor (champion) engagement.
- Prior experience in ministry, missions, or nonprofit relations preferred.

Core Competencies

Relational Warmth: Demonstrates genuine care for people and builds meaningful relationships across missionary and champion networks.

Stewardship: Handles information, gifts, and communication with integrity and confidentiality.

Team Collaboration: Works well in a team setting and contributes positively to shared goals.

Missional Vision: Understands and communicates the heart of global missions and Liebenzell's four core values: Evangelism, Discipleship, Education, and Humanitarian Aid.

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Spiritual Expectations

- Models Christlike humility, hospitality, and servant leadership.
- Participates in daily staff prayer and campus chapel as part of community life.
- Supports the broader Liebenzell family through prayer, encouragement, and participation in mission-focused initiatives.

Employee Signature & Date

Director of Global Ministries Signature & Date