



**Job Title:** Mobilizer  
**Department:** Mobilization  
**Location:** ABWE Headquarters, New Cumberland, PA  
**Job Type:** Full-time/Salary/Exempt

**Supervisor:** Director of Mobilization

**Supervisory Responsibility:** None

**Mission/Vision:** Fulfilling the Great Commission by multiplying leaders, churches, and mission movements among every people.

**Job Summary/Primary Role:** An ABWE Mobilizer will promote and recruit qualified candidates for cross-cultural mission opportunities, this includes screening, nurturing giftedness and placing applicants in various capacities.

**Essential Functions and Responsibilities include but are not limited to:**

- Attract biblically qualified missionary candidates to ABWE
- Develop and maintain relationships both externally and internally to mobilize candidates.
- Assisting in the screening of all ABWE missionary applications.
- Improves organization attractiveness by recommending new policies and practices; monitoring mission opportunities, mobilization practices and external communication.
- Participating in various outreaches and seminars both on and off campus throughout the year.
- Advising potential missionaries through spiritual mentorship and discipleship.
- Speaking or leading mission seminars in constituent churches, colleges and other recruiting venues.
- Strategic planning to maximize travel while considering budget constraints.
- Implementing the Biblically-based strategies set by ABWE leadership in order to serve as a catalyst for involvement in churches and other recruiting venues.
- Other duties or special projects as required or as assigned.

**Qualifications:** Ability to pass a background check and all necessary clearances as mandated by the Commonwealth of Pennsylvania.

**Education:** Bachelor's Degree in Bible, Theology or related field preferred.

**Minimum Prior Experience:**

- Previous cross-cultural experience preferred.
- Familiarity with all aspects of foreign and domestic missions, both in practice and principle.
- Thorough knowledge of the Bible and the Biblical principles of world missions.
- Experience with spiritual mentoring and discipleship. Ability to teach Biblical principles effectively in both one-on-one and group settings.

**Necessary Attributes:**

- Highly relational
- Joy-filled faith rooted in Jesus Christ and a heart to serve.
- Takes initiative, self-disciplined, energetic and deadline oriented.
- Effective communication and relational skills.
- Able to work alone or in a team environment.

**Christian Life:**

ABWE is a Christian organization, and it is necessary that employees possess and maintain a lifestyle that is above reproach. Employees are encouraged to participate in staff events including corporate and departmental prayer times and staff meetings and lunches.

**Multiplying Leaders, Churches and Mission Movements**

PO Box 8585 | Harrisburg, PA 17105-8585 | T: 717.774.7000 | [abwe.org](http://abwe.org)



*All ABWE employees must:*

1. Be a current and active member and/or regular attendee of a like-minded local church that aligns doctrinally with ABWE.
2. Be able to fully support ABWE's mission, vision, core values, doctrinal statement, and ministry philosophy.
3. Be able to follow all guidelines set for in the ABWE Employee Handbook.

**Physical Demands and Work Environment:**

- The physical demands are minimal and typical of similar jobs in comparable organizations.
- The work environment is representative and typical of similar jobs in comparable organizations.
- Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

*Updated: May 2020*

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**Signatures:**

This job description has been approved for \_\_\_\_\_ by all levels of management:

(Print Name)

Manager: \_\_\_\_\_

HR: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_