



HQ Administrator

Full-time, Ministry Operations Leadership Role – Sherman, Texas (On-Site)

Reports to: Executive Director

Works Closely With: Executive Director, Associate Director of Mission Support, Finance Director, Event Coordinator

Position Summary

The HQ Administrator is the **relational and operational hub of GoSendMe Global (GSM)**. This role unites people, processes, and resources so that missionaries, volunteers, and supporters can thrive in their work.

This position is more than office management — it is **leadership expressed through the gift of administration**. The HQ Administrator receives a base salary from GSM, with the expectation of prayerfully raising additional ministry support beyond that base. This creates a team of ministry partners who share in the joy of advancing the mission through their service. GSM provides training and encouragement for this process.

We seek an extroverted leader who thrives on building relationships, equipping volunteers, and stewarding details. The role is **60% delegator, 40% doer** — a finder, trainer, and keeper of volunteers who sees administration as a vital calling in advancing the mission.

Key Responsibilities

1. Volunteer Leadership

- Prayerfully seek, train, and equip volunteers for administrative, hospitality, and event roles.
- Develop role descriptions, training resources, and follow-up systems.
- Encourage, recognize, and sustain volunteer engagement.
- Delegate the majority of routine tasks, focusing direct effort on the highest-impact needs.

2. Relational Leadership

- Maintain proactive contact and follow-up with missionaries.
- Serve as a welcoming presence for guests, donors, and visiting missionaries at HQ.
- Build and strengthen relationships with churches, partners, and supporters.
- Collaborate with the **Associate Director of Mission Support** to ensure missionaries' needs are met promptly and effectively.

3. Operational Stewardship

- Oversee daily HQ operations (phones, admin/info emails, mail, and office systems).
- Manage GSM's Microsoft environment: credentials, Teams/groups, user training, and access.
- Maintain donor, missionary, and volunteer records in CRM.
- Ensure prompt thank-you notes and follow-up communications.
- Support meetings: agendas, minutes, hospitality, and logistics.
- Manage supplies, printed materials, and vendor coordination.

4. Policy & Records Oversight

- Keep staff and volunteer contact information current.
- Track required trainings and compliance records.
- Maintain clear written procedures for recurring tasks.
- Assist leadership in updating forms and internal processes.

5. Ministry Logistics

- Manage GSM calendars: events, travel, prayer spotlights, and birthdays.
- Plan and execute events, ensuring volunteer coverage. (*In the future, collaborate with Event Coordinator when the role is in place.*)
- Arrange guest lodging, travel, and insurance.
- Prepare HQ Updates and Mission Spotlights.
- Research tools, conferences, and grants to strengthen GSM.
- Handle receipts, budget documentation, and building maintenance coordination.

Qualifications

- A devoted follower of Jesus Christ, active in a local church.
- Demonstrated gift of administration used in service.
- Extroverted, relational, skilled at delegation and equipping.
- Strong organizational and communication skills; able to multitask with excellence.
- Proficient with Microsoft Office, Teams, SharePoint, and CRM systems.
- Cross-cultural humility and adaptability.
- Spiritually mature, teachable, and aligned with GSM's Statement of Faith and Core Values.

Application Process

If you are led to serve in this role, please email the following to **rcasey@gosendme.us**:

- a cover letter including a description of God's leading to serve in missions.
- resume
- two ministry-related references
- one role-related reference
- a brief testimony of faith in Jesus Christ

Candidates will also receive more information about salary structure and ministry partner development during the hiring process.