



# US MULTI-DISCIPLINARY TEAM (MDT) COORDINATOR

**LOCATION:** Remote

**REPORTS TO:** Director of OVC Programs and Excellence

**STATUS:** Full-time

**FLSA:** Hourly

**PAYGRADE:** US 2 (\$39,520 - \$52,000 annually)

**BENEFITS:** 11 Paid Holidays, PTO Accrual (starting at 14 days a year), 5% Match 401k, \$25k Life Insurance Policy, Medical Insurance (Lifesong pays 80% of premiums), Dental and Vision Insurance (Lifesong pays 50% of premiums), Voluntary Long Term Disability and Additional Life Insurance

**WORKS CLOSELY WITH:** Lifesong Leadership, US MDT, and Team Members from International Ministry Sites

**APPLY AT:** <https://lifesong.org/about/careers/>

## **CORE FOCUS OF LIFSONG FOR ORPHANS:**

**Mission** – Bringing the joy and purpose of Jesus to orphaned and vulnerable children

**Vision** – Orphaned and vulnerable children becoming disciples of Jesus, in healthy relationships, engaged in a local church, experiencing family and meaningful work

**Method** – Engaging, equipping, and encouraging Christ's Body – some to adopt, some to care, and some to give

## **POSITION PURPOSE:**

This US Multi-Disciplinary Team (MDT) Coordinator position advances the mission of Lifesong through coordinating US MDT projects and initiatives, assisting the US MDT in scheduling ongoing support or training for international local MDTs or ministry sites, and collecting orphaned and vulnerable children (OVC) ministry assessments and outcome reports and creating reports for Lifesong leadership.

## **PRIMARY RESPONSIBILITIES AND DUTIES:**

- Coordinate MDT projects and initiatives
  - Schedule and facilitate regular MDT meetings
  - Update and organize MDT taskers with clear objectives and timelines
  - Serve as administrator of the shared online MDT workspaces such as a Microsoft Team or SharePoint sites
  - Organize and maintain shared MDT documents and training materials
  - Manage any US MDT shared e-mail inbox and coordinate any mass US MDT communications
  - Know and champion all Lifesong policies that touch the work of the US MDT
  - Assist with safeguarding incident response process, ensuring confidential handling, documentation, and reporting per organizational and legal requirements
- Assist the US MDT in scheduling ongoing support or training for international local MDTs or ministry sites
  - Manage database of ministry site contacts and global MDT members
  - Schedule support meetings and trainings with ministry site leaders or global MDTs
  - Attend assigned in-person or virtual US sponsored MDT support meetings or trainings for relational, technical, or other types of assistance
  - Assist in delivering safeguarding policy training for staff and partners, as needed
- Collect OVC ministry assessments and outcome measurements such as: API (Assess, Plan, Implement), 4PP (4-Part Pledge), Outcome Reports (Year End Outcomes), etc. and create reports for US MDT and Lifesong leadership

- Research best practices and tools for API and continuous improvement
- Miscellaneous Duties: performs other duties, as assigned

**REQUIRED SKILLS:**

- Passionate commitment to Lifesong's Core Focus
- Team-oriented with strong interpersonal communications skills to address sensitive issues, train, and build trust with partners
- The ability to be sensitive to and aware of intercultural dynamics within diverse teams
- Strong focus on detail to ensure policy compliance with policies and thorough documentation
- Ability to manage the emotional demands of sensitive cases and manage personal impact
- Growing subject matter expertise in one or more of the four OVC responsibilities of the 4-Part Pledge (discipleship, child care, education, transition)

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree
- 2+ years' experience of professional and relevant experience
- Experience in a non-profit setting is preferred

**CONDUCT:**

This position requires an active commitment to the core focus, values, and statement of faith of Lifesong. In the course of performing job duties, Lifesong employees will act in a manner that honors Christ, demonstrating a personal Christian faith and witness in all interpersonal interactions. Lifesong is also committed to safeguarding and promoting the welfare of children and program participants and expects all employees and volunteers to share this commitment. Conduct that demonstrates the values listed below are required of all Lifesong employees.

***Love God and His People, Serve with Humility, Steward Faithfully***

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

- Tasks are normally conducted in a regular office environment requiring the use of computer and mouse and other standard office equipment
- Employees may be required to travel and have a valid driver's license and passport
- There are no specific job hazards, PPE, ergonomic concerns (beyond what was listed above), or transport of hazardous material
- Employees may need to lift and move up to 35 lbs. on occasion
- Employees are required to observe safety principles while performing the duties of the position

**DISCLAIMER:**

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties, and skills required of personnel in the classification. Work hours may be irregular including performing duties on evenings or weekends.