

THE BARNABAS MISSION

17 Adeyi Avenue, Bodija, GRA, Ibadan

Tel No. 0811 377 7009

Email: office@thebarnabasmission.org

Volunteer Mission Coordinator II

This role will be performed **Part-Time**, and it is a volunteering position. It is suitable for a **Pastor, Counsellor or Counsellor-in-training or a Retiree** who is passionate about family and couple ministry.

The Role

Purpose of the role: The Mission Coordinator II will oversee the activities of The Barnabas Mission's office in Nigeria and beyond. The Mission Officer oversees the Mission Office activities ranging from organizing programs to in line with the organization's objective and liaising with partners on the Mission's activities. He/She will supervise TBM counseling centres activities except in cases of referrals to external partners where he/she arranges appointments and follows up.

Remuneration:

Stipend will be paid to cover travel and expenses like internet etc.

Responsibilities may include but not limited to:

- a) Full responsibility for service users' experience and the smooth running of The Barnabas Mission's (TBM) office.
- b) Publicity and Marketing (including visit to other organizations like NGOs, Churches, Corporate bodies, Schools, etc.) and follow-up of service users.
- c) Write, edit, and publish newsletters, blogs and contents for the organization's print and digital publications like magazines and websites.
- d) Provide support to the Board of Trustees, Directors and Partners to deliver the objectives of TBM
- e) Managing or coordinating counseling schedules and the organization's events.
- f) Ensure social media profile and publications are update and up to date
- g) Liaise with other similar organization or association for cooperation and smooth service delivery.
- h) Any other duty as will be directed by The Barnabas Mission Trustees
- i) Responsible/Report to the President or his delegate

Requirements

- a) Good written and verbal communication skills in English language and any additional Nigerian dialect (Required)
- b) Tertiary academic qualification (Advantage)
- c) Computer Skills (Required)

THE BARNABAS MISSION

17 Adeyi Avenue, Bodija, GRA, Ibadan

Tel No. 0811 377 7009

Email: office@thebarnabasmission.org

-
- d) Ideally will have experience of working or volunteering with a Christian Non-for-profit Organization or NGO. (Advantage)
 - e) This is mostly a ‘virtual’ role with the incumbent reporting to the office on agreed number of days per week in the Ibadan TBM center. The suitable candidate should have access to the internet, a laptop or smart telephone and be able to work from home. Hours are flexible and meetings will often be held virtually except during the yearly TBM AGM in February.
 - f) The time commitment would be between 24 – 32 hours per week. (Required)
 - g) A long-term commitment of at least 1 year is required. The expectation is that the volunteer will commit for many years due to the relationships they will build and the personal benefits of being involved in the work of The Barnabas Mission. (Required)
 - h) Christian, Married and God-fearing Christian (Required)
 - i) Honesty/Integrity/Care for people (Required)