



Trips & Events Specialist (TES)

Job Description

Updated July 2026

Qualifications

- Bachelor's Degree
- Computer competency (working knowledge of Salesforce or other CRM, WordPress, Google Workspace & Microsoft Office)
- Exceptional people, writing, presentation, and organizational skills
- Team player with the ability to initiate as well as implement plans
- Timely in responding to calls and messages
- Willingness and ability to travel nationally and internationally
- Ability to manage multiple details for mission trips and events
- Willingness and ability to adhere to JMI's policies and procedures
- Clear criminal background check
- International mission/travel experience required
- Passion for taking the Gospel to the ends of the earth
- Minimum of 5 years' experience in a similar field
- Experience with booking group travel a plus

Reports to: Director of Mobilization & Events

Status: Full-Time, Nashville office

Teams: Mobilization & Events Team; Donor Engagement Team

Overview

The Trips & Events Specialist (TES) manages all the logistics needed to mobilize people and churches to serve on international mission trips and all fundraising events for JMI.

Major Responsibilities

The Trips & Events Specialist (TES) assists in the planning and implementation of JMI's mission trips, JMI events, fundraising events, and other events where JMI is a featured ministry.

Mission Trips

- Help calendar and schedule all mission trips in collaboration with the Director
- Help promote all mission trips in collaboration with the Director and Donor Engagement Team
- Collect information and book all tickets for teams. Must be detail-oriented and have exceptional customer service skills
- Aid in finalizing schedules and itineraries with the Director and collaborate on mission trip management
- Provide leader and team communication system for pre-trip preparation
- Provide an effective leader and team communication system for post-trip follow-up in coordination with Communication and Sponsorship Teams

- Ensure team members have paid necessary balances and completed all paperwork/forms and communicate information to team leaders as needed
- Gather team supplies as needed
- Manage reimbursement requests for supply purchases
- Help manage trip participant t-shirt inventory and distribution
- Implement ongoing trip evaluations for trip improvements
- Help lead teams with a view toward providing them with meaningful, life-changing experiences

Event Development & Management

- Assist with all fundraising events, including gala, skeet shoot, TopGolf, luncheons, etc.
- Travel onsite to manage all events as needed
- Oversee event follow-up with attendees in coordination with the Communication Team
- Manage all merchandise processes including ordering and design assistance

Other Duties

Other responsibilities as assigned.