

**Position Description**  
**Coordinator of Communications and Sponsorship**

**Position Title:** Coordinator of Communications and Sponsorship

**Reports To:** Lead Director of GO Sports

**Location:** Santiago or Stateside

**GO Sports Mission Statement:**

GO Sports develops international partnerships that result in mutual transformation. We empower local leaders to disciple athletes who influence their community as leaders of the next generation.

**Job Description:**

Work alongside the Director of GO Sports to coordinate the development of GO Sports communication and Disciple-First Sponsorship.

**Job Responsibilities:**

GO Sports Disciple-First Sponsorship Coordinator

- work with Program Manager on strategy, Reach (software) and implementation of Sponsorship plan
- Organize and implement communication plans for Athlete Sponsors and their Disciple-First Sponsorship experience
- Oversee Athlete Sponsorship Field Coordinator (to be hired when needed) as liaison to take care of communication needs from the field

GO Sports Partnership Coordinator

- Together with the marketing & communications team, create an annual communication plan for all GO Sports Partners.
- Monitor the ongoing donations of all partners and monthly report it to the Lead Director and Director of GO Sports.
- Create and implement a plan for recognizing one-time GO Sports donations.

Media & Communications

- Together with the marketing & communications team, create an annual communication plan for GO Sports (using our 4-chair model)
  - This includes Sponsors, Partners, and potential supporters.
  - Write and design consistent communications with each audience
  - Make storytelling & special event videos to share with all of our supporters
- Together with our local leader media staff, create social media, website and campaign content

## General

- Facilitate teams and, when necessary, produce team videos

### **GO Ministries Staff Expectations:**

- Participate in Focused Area of Ministry (FAM) meetings
  - Updates on goals, fundraising, and how things are going
- Fill out the Monthly Staff Report and turn it in on time.
- Maintain deep spiritual walk
- Encourage staff in their efforts with work and spiritual matters
- Agrees with GO statement of faith, understands and upholds doctrine and core values of GO Ministries.
- Be culturally sensitive, learn the language.
- Demonstrate commitment, passion and ambition in role with GO Ministries. - Fully committed to raising personal budget, ministry money, local leaders, projects, etc. - Understands and agrees with the mission of GO Ministries to partner with local leaders through partnership development teams.
- Maintains a positive and respectful attitude.
- Communicates regularly with Lead Director and Dominican Director of GO Sports - Demonstrates flexible and efficient time management and ability to prioritize workload - Consistently meets deadlines.
- Meets and exceeds the duties and tasks listed above.

### **GO Sports Staff Expectations:**

#### GO Sports Partnership Development Teams

- Recruiting potential partnership development Teams
  - Take advantage of opportunities to invite High Schools, Colleges, Churches, and Travel organizations to partner with GO Sports on missions trips
  - Once there is interest, coordinate with GO Sports Team Coordinator to get them on the GO Teams master calendar
- Facilitating sports groups while on the field
  - Familiarize yourself with all GO Facilitator expectations.

#### Fundraising

- Speak at churches, small groups, with friends and businesses to raise personal funds
- Assist in finding partners for GO Sports local leaders
- Assist in fundraising for GO Sports
- Assist in fundraising for Leadership Development Complex