

# Field Coordinator

Deaf Bible Society - Arlington, TX

## Our Mission:

Providing God's Word In Every Sign Language

## Core Values:

God First - Servant Hearted - Deaf Centric - Legacy - Innovation - Stewardship

**Department:** Field

**Reports to:** Chief Executive/Operations Officer

**Mission:** We support Great Commission initiatives to ensure that Sign Language Bible Translations are accelerated, accessible, and absorbed by Deaf people everywhere.

**Mission Focus:** The mission framework is comprised of the following core focus areas:

- Advocacy
- Deaf Community Relations
- Bridge/Broker Services
- Deaf Bible Engagement Platform

## Position Summary:

The Field Coordinator role is critical to the sign language Bible translation project lifecycle. This role is responsible for ensuring high quality project design, implementation, resourcing, and accountability. This requires a broad skill set that includes:

- **people skills** (intercultural collaboration, encouragement, and trust building)
- **project management skills** (monitoring quality/cost/deadlines)
- **technical skills** (special knowledge about translation, technology, etc.)

## Position Responsibilities:

### COLLABORATE

- Work closely with partners to understand their goals and create a shared vision.
- Ensure project design and implementation includes input from a wide range of stakeholders.
- Collaborate and build trust with field partners and other project stakeholder groups.

### COMMUNICATE

- Clear, consistent, relevant communication with all stakeholder groups on project status
- Represent donors and prayer partners in project design, execution, and evaluation
- Represent the needs and priorities of local partners to funding and prayer partners

### DISCOVER

- Work with partners to identify local needs and to co-develop sustainable solutions
- Identify the needs of various stakeholder groups associated with translation projects

- Evaluate quarterly reports and proposals to discover opportunities for growth and impact

## EQUIP

- Equip translation teams for high quality implementation at every stage of the project lifecycle
- Equip internal DBS functions to meet the reporting requirements of our resourcing partners
- Equip translation teams to develop a prayer and support to sustain them throughout the project

### Three Things To Know You Are Winning:

1. Field Coordinating 10-15 projects successfully with Plan and Progress up to date, partners are onboarded to Partner Portal and using it within 30 days of starting, and Quarterly Narrative Reports are received from partners on time and processed in the DBS systems on time.
2. Daily activities and tasks documented in salesforce, Field Portal Activity Log, and ClickUp
3. Weekly touch points with teams for encouragement and acceleration

### Qualifications:

- Strong faith and Bible knowledge
- Undergraduate degree
- 2+ years of work experience in a nonprofit or educational organization highly preferred; knowledge of the Bible translation movement is a plus
- High integrity — truthfulness, meeting commitments, keeping confidences, emotional maturity
- Warmth and poise with interpersonal skills to establish, build, and maintain effective relationships with a variety of personalities
- Fluency in one or more sign languages
- Excellent written communication skills is a plus
- Ability and willingness to travel internationally
- Cross-cultural experience
- Proven servant-leadership skills
- Project Management experience
- Strong commitment to the mission of DBS

### Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Ability to lift up to 15 pounds
- Ability to travel to locations within the United States for up to 30% of working time

### Position Logistic Requirements:

- *This role is based out of the Arlington, TX office. It is not remote or hybrid.*
- Full time, 40 hours per week, typical office hours: Monday - Friday 8am-6pm
- Work Dates can range all days of the week
- Role to serve as Primary Employment
- Salary range: \$55K-\$64K, as determined by qualifications and experience
- Employee benefits including but not limited to: holiday and paid time off, medical, dental, and long- and short-term disability

This role description describes the general nature of the work and is not a comprehensive list of all required duties, responsibilities, and qualifications.