

# Field Coordinator

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## Deaf Bible Society - Arlington, Texas

**CORE VALUES:** God First, Servant Hearted, Deaf Centric, Legacy, Innovation & Stewardship

Project Monitoring, Partnership Development, and New Projects.

### PROJECT MONITORING

- Monitor, manage and report on the progress of existing projects within area of responsibility.
- Request project reports from partners including narratives, financials and progress report.
- Monitor and evaluate current performance and financials project, identify discrepancies and communicate with partners to find means of resolving issues as they arise.
- Identify existing or potential obstacles to project progress and facilitate the timely completion of projects.
- Interact with field partners and maintain regular communication to encourage and enable on-time completion of project goals and for collaboration as needed

### PARTNERSHIP DEVELOPMENT

- Network within communities related to Bible translation and missions in country as well as Deaf organizations, Deaf churches and ministries, and Deaf communities.
- Build and maintain relationships with existing and potential partners in the field and within Deaf Bible Society.
- Communicate and/or advise on matters such as Deaf Bible Society's structure, vision and history, processes, requirements and project needs and progress.
- Educate existing and potential partners on Deaf Culture, and the value of empowering the Deaf community to take ownership of the translation project.

### NEW PROJECTS

- Collaborate with groups seeking sign language Bible translations while working closely with sign language engagement and training and local translation consultants to identify resources and to develop potential translation projects.
- Represent Deaf Bible Society in identifying and providing guidance and structure in the development and design of new projects.
- Collaborate with partners to ensure proposals are prepared in keeping with defined requirements.
- Review initial proposals submitted by existing or potential partners, develop budgets, discuss and advise on technology needs and training requirements, and set goals and milestones based on project needs.

### OTHER DUTIES

- Attend and participate in a variety of meetings and task force groups as directed and maintain required level of knowledge pertaining to operating procedures, requirements, processes and policies.
- Work closely with Managing Director of Operations regarding budgets and financials for both new and existing projects.
- Work closely with the Deaf Community Mobilization Director regarding project development and quarterly reporting.
- Perform or assist with any assignments as required or directed.

### QUALIFICATIONS AND REQUIRED SKILLS INCLUDE

- Strong faith in Jesus Christ; God honoring lifestyle;
- Passion for the Word of God and to see the Bible made available in every sign language.
- Bachelor's degree or equivalent relevant experience;
- Experience and working knowledge of Microsoft Office and Google products.
- Proficiency in American Sign Language required; (knowledge of Universal Signs preferred);
- Cross cultural experience with awareness of cultural differences and ability to relate to people from different cultures.
- Ability to travel both domestically and internationally up to 20 weeks per year on average;
- Strong organizational, planning, and time-management skills;
- Proficiency in English (reading and writing) with the ability to communicate with various partners and field teams in a professional manner.
- Ability to exercise diplomacy skills during conflict or in difficult and high-stress situations.
- Ability to clearly communicate the vision, mission, and values of Deaf Bible Society.

**Job Type: Full-time**

**Education: Bachelor's (Preferred)**

**Language: American Sign Language (Required)**

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