

STAFF OPPORTUNITIES

The Unto Team is seeking people who exemplify values like joyful service, gratitude, and generosity, and who are interested in using their skills to help bring the hope of Jesus to people in the toughest places on earth. For all inquiries please email Stephen.Hunt@unto.com. Revised 5/15/2020.

■ LEADERSHIP DEVELOPMENT & HR

LDHR works to strengthen Unto internally in order to maximize our external ministry impact. This involves helping our staff love God, love each other, and labor effectively in their God-given role. Our vision is that Unto will be a healthy, harmonized, high-performing organization that helps more and more people experience the kindness of Jesus.

STAFF SERVICES SPECIALIST, Orlando, FL (preferred) or Dallas, TX – **Full-Time or Part-Time**

- The Staff Services Specialist will be the go-to person in Unto for many internal staff services and processes. The ideal candidate is someone who enjoys serving people, is task-oriented with strong attention to detail, appreciates efficiency, and is a natural troubleshooter.
- Can be part-time (approx. 10-15 hr/week) or combined with other LDHR responsibilities for a full-time role.

RECRUITING SPECIALIST, Dallas, TX (preferred) or Orlando, FL – **Full-Time or Part-Time**

- The Recruiting Specialist will help give lift to Unto's staff recruitment efforts. The ideal candidate is strategic, adaptable, and enjoys networking and meeting new people. Strong communication skills and an ability to work well with different personalities is important. Experience across various branches of Cru is preferred but not necessary.
- Can be part-time (approx. 10-15 hr/week) or paired with other LDHR responsibilities for a full-time role.

(continued)

■ FINANCE

ACCOUNTING ASSISTANT, Dallas, TX – [Part-Time*](#)

This position will work with Unto's Corporate Accountant to assist with a variety of accounting and administrative tasks. Work performed will be related to:

- Gifts-in-Kind records maintenance and reconciliation
- cash management tasks for credit card transactions, donation processing, and payment file maintenance
- selected financial reporting assistance with the annual budget and external audit processes
- other tasks as necessary that directly assist the Corporate Accountant.

**This role would be part-time with Finance, but could be combined with work in a second Unto department for a full-time RMO role.*

■ ADVANCEMENT – MARKETING

The Advancement Department is comprised of Marketing, Communications, and Development. Our purpose is to guide people into meaningful opportunities at Unto in which they feel they are significant participants in expressing the Great Commandment and advancing the Great Commission. Our mission is to engage the hearts and minds of people who have a desire to join God in His work, moving them toward active participation and long-term relationships. Our vision is that people feel a sense of relationship with Unto and our mission, so they follow the ministry's lead to participate in engagement opportunities we provide.

We seek team members who enjoy helping people engage with Unto. You will serve in an environment of teamwork, collaboration, and learning where you can use your skills to bring the kindness of Jesus to the toughest places on earth.


WRITTEN COMMUNICATIONS GENERALIST, Dallas, TX – [Full-Time](#)

The Written Communications team manages:

- Website content
- Email communications with the Unto audience
- Blogging
- Gift-in-kind and stewardship reporting for donors

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TEAM LEAD, VISUAL COMMUNICATIONS, Dallas, TX – [Full-Time](#)

The Visual Communications team manages:

- Storytelling through video and photography
- Graphic design
- Video library
- Brand storytelling standards

VIDEO COMMUNICATIONS SPECIALIST, Dallas, TX – [Full-Time](#)

The Video Communications specialist manages:

- Storytelling through video — shooting and editing
- Video script writing
- Maintains video library
- Brand storytelling standards
- Could include some international travel

■ **ADVANCEMENT – COMMUNICATIONS**

EXTERNAL RELATIONS DIRECTOR, Dallas, TX – [Full-Time](#)

The external relations team manages:

- Public Relations
- Meaningful engagement opportunities with external audiences
- Media Relations

COMMUNICATIONS GENERALIST, EVENTS FOCUS, Dallas, TX – [Full-Time](#)

The Event Communications team manages:

- Event registrations
- Reminder and thank you emails for attendees
- Gathering and maintaining a history of event stats
- Presenter scripts and talking points

■ **ADVANCEMENT – DEVELOPMENT**

FOUNDATION/CORPORATE GIVING REPRESENTATIVE, Dallas, TX – [Full-Time](#)

The Development team manages:

- Relationships with donors*
- Meaningful engagement opportunities
- Data integrity

*This position will have a concentration on foundations and corporations

MID-LEVEL REPRESENTATIVE, Dallas, TX – [Full-Time](#)

The Development team manages:

- Relationships with donors*
- Meaningful engagement opportunities
- Data integrity

*This position will have a concentration on monthly donors

DEVELOPMENT WRITER, Dallas, TX – [Full-Time](#)

The Development Communications team manages:

- Proposals and appeals
- Website content
- Email communications with the Unto audience
- Stewardship reporting for donors

DEVELOPMENT DATA SPECIALIST, Dallas, TX – [Full-Time or Part-Time](#)

The Development Data team manages:

- Data hygiene
- Data integrity
- Statistics
- Data management for stewardship reporting

■ SUPPLY CHAIN OPERATIONS

VOLUNTEER PROGRAM COORDINATOR, Lancaster, PA – [Full-Time](#)

As donations of humanitarian aid arrive at the Unto Global Logistics Center, you can recruit and activate the power of compassionate Christians in the region to check, sort, and pack this aid for shipment. Join the volunteer family at Unto and together we can provide even more aid for the world! The ideal candidate loves people and enjoys helping them find their specific way of helping fulfill the Great Commission. Strong communication skills and an ability to share mission/vision and connect with different personalities is important.