

Job Description: Ambassadors Program Coordinator Iron Rose Sister Ministries

Iron Rose Sister Ministries (IRSM) is seeking a passionate, motivated, detail-oriented Christian woman to serve as our full-time Ambassadors Program Coordinator. The Ambassadors Program Coordinator will coordinate the implementation of IRSM's [Ambassadors Program](#) by equipping and supporting Ambassadors as they serve women, represent IRSM, and extend the ministry's mission across the Americas through events and ongoing interactions. Working closely with the Executive Director, Operations Manager, designated Board member, and other IRSM team members, the Coordinator will provide day-to-day coordination of the Ambassadors Program while contributing to its continued growth and development.

This role is ideal for a ministry-minded woman who is passionate about equipping others, building meaningful relationships, managing multiple projects, and growing in leadership. As the Ambassadors Program and IRSM continue to grow, there may be opportunities for increased responsibility and leadership.

Primary Responsibilities

- Coordinate the implementation of the program in English and Spanish and collaborate with the Brazil Coordinator regarding implementation in Portuguese.
- Build and nurture relationships with a diverse group of women: Ambassadors, Volunteers, donors, prayer warriors, and ministry Partners.
- Support the equipping process for Ambassadors through communication, training, documentation, and ongoing engagement.
- Recruit and coordinate Ambassadors and Volunteers who support IRSM ministry activities.
- Achieve and maintain Mentoring Speaker Ambassador status and represent IRSM as a Speaker at domestic and international events.
- Collaborate with IRSM leadership and other team members to advance ministry goals and priorities.
- Use project management software and other technology to organize, communicate, track, and execute projects.
- Maintain accurate Ambassador information, documentation, and records in our database.
- Contribute to ministry communications (publications and social media).
- Participate in strategic conversations regarding ministry and program growth.

Qualifications

- A missions-minded, servant-hearted, spiritually mature Christian woman with a positive, can-do attitude.
- Active member of a local Church of Christ.
- Strong verbal, interpersonal, and written communication skills in both English and Spanish.
- Passion for equipping women to connect more deeply with God and one another across the Americas.
- Enjoys supporting others' efforts and seeing things through to completion.
- Experience mentoring women in their spiritual lives.
- Experience preparing lessons, teaching, and speaking publicly.

Interested parties should submit a letter of interest, resume, and three references to info@ironrosesister.com by October 15, 2026

- Strong organizational skills and the ability to manage multiple ongoing projects and priorities.
- Proficiency with Google Workspace and Microsoft Office.
- Experience with project coordination or management.
- Flexibility to collaborate with women and teams working across multiple time zones throughout the Americas.
- Willingness and ability to travel domestically and internationally for IRSM events and ministry activities.
- Availability to participate in at least four in-person IRSM events each year, including occasional evenings and weekends (with increased participation during first year of onboarding).
- Experience in any of the following areas is a plus: church/women's ministry, event or volunteer coordination; nonprofit organization; fundraising; multilingual or cross-cultural collaboration and communications; databases (e.g. Salesforce) and project management software (e.g. Asana).

Compensation

This is a full-time remote position with total annual compensation of \$45,000, including salary and benefits.

Expanded Role Responsibilities

1. Ambassadors Program Coordination

- Coordinate the implementation of the program in English and Spanish and collaborate with the Brazil Coordinator regarding implementation in Portuguese.
- Co-chair the Ambassadors Program Committee in collaboration with the designated Board member toward the ongoing development of the program.
- Assist in equipping and mentoring Ambassadors individually and collectively to help them serve effectively as IRSM Ambassadors.
- Communicate regularly with Ambassadors regarding opportunities, expectations, training, events, and ministry initiatives.
- Equip and support Ambassadors in fundraising related to their participation in IRSM events and trips.
- Assist in the planning and coordination of Ambassadors Equipping Workshops and Mini-Equipping Workshops.

2. Ambassador and Volunteer Relationships

- Build and foster personal relationships with Ambassadors, donors, Volunteers, prayer warriors, and ministry Partners. Identify potential Ambassadors.
- Recruit and engage Ambassadors and Volunteers to support IRSM through:
 - Written contributions (e.g. ministry blog, event reports, God stories)
 - In-person and virtual events
 - Small group Bible studies
 - Prayer
 - Resource distribution and promotion
 - Other ministry opportunities
- Help Volunteers and Ambassadors understand IRSM's mission, Vision & Core Values, and Foundational Principles.
- Encourage and equip Volunteers to serve according to their gifts and areas of interest.

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3. Program Administration and Database Management

- Collaborate with the Office Assistant on the management and tracking of contact, Volunteer, and book inventory databases.
- Ensure required Ambassador documentation is completed and maintained.
- Use project management software and other relevant systems to organize tasks, deadlines, communication, collaboration, and follow-up.

4. Event Planning and Support

- Plan and coordinate IRSM-hosted virtual events.
- Collaborate with the Ministry Assistant for planning and coordination of IRSM in-person events.
- Recruit, coordinate, and prepare Volunteers and Ambassadors before events.
- Participate in at least four in-person IRSM events each year to equip Ambassadors, build relationships, support events, and represent IRSM.
- Achieve and maintain Mentoring Speaker Ambassador level and represent IRSM as a Speaker at domestic and international events as opportunities arise.

Note: Participation in IRSM events will require travel, evenings, and weekends.

5. Collaboration with IRSM Leadership and Team

- Participate in senior/mid-level team meetings every two weeks and weekly team meetings.
- Serve as a supportive, collaborative, and encouraging member of the IRSM team.
- Contribute ideas and recommendations regarding the growth and development of the Ambassadors Program.
- Participate in discussions regarding event invitations and priorities, blog topics, annual IRSM themes, and other ministry initiatives.
- Collaborate with the Speaking & Travel and Curriculum Resources Committees to support their goals.

6. Ministry Communications and Representation

- Promote IRSM resources and ministry opportunities professionally and relationally to Ambassadors, Volunteers, Partners, and others (defined below).
- Proofread print and digital materials before distribution.
- Contribute articles, audio, video, and other content for ministry publications and social media as needed.

7. Ministry Partnership and Fundraising Support

- Assist in presenting IRSM's goals and initiatives to current and potential church and individual financial Partners.
- Support IRSM's fundraising and relationship-building efforts as requested.
- Cultivate relationships that strengthen long-term ministry partnership and engagement.

Work Environment and Expectations

The Coordinator must be able to:

- Work independently while remaining highly collaborative.
- Manage multiple projects simultaneously.
- Communicate consistently and clearly across time zones and cultures.
- Adapt to dynamic ministry needs and priorities.

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- Work periodic evenings and weekends in connection with event and Ambassador communications.
- Travel domestically and internationally as required by the position.
- Represent IRSM with professionalism, warmth, humility, and a servant's heart.
- As experience, leadership, and ministry needs grow, opportunities for increased responsibility and leadership may arise.

The immediate supervisor may assign additional responsibilities or projects that support the mission and goals of IRSM and are consistent with the scope of this position.

IRSM Ambassador categories include Speaker, Booth, Inventory, and/or Liaison (with a church Partner)

IRSM Volunteers may serve as Blog Writers, Booth Volunteers, Interns, Small Group Facilitators, other event-related Volunteers (virtual or in person)

IRSM Partners are defined as Prayer Warriors: Prayer Partners and/or Donors (Individuals or Churches): Financial Partners

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