



BUSINESS AS MISSION – WORKING WITH US

About our Work

The **BAM Resource Team** was founded in 2001 to serve the Business as Mission movement with training, resources and networking opportunities. We have been based in Chiang Mai, Thailand since 2008 but work with people around the world on many different kinds of projects related to Business as Mission (BAM). Read more about us and our history [here](#).

As a team, we helped convene the BAM Global Think Tank on Business as Mission from 2011 to 2013 and hosted the BAM Global Congress in April 2013. Out of this work, we now help lead the growing [BAM Global](#) network. We partner together with BAM Global for many projects, including the [Business as Mission Website](#) and [The BAM Review Blog](#), and also the upcoming second [BAM Global Congress](#), which will be held from 29 April to 3 May 2020. The Congress will be a flagship event for BAM and we expect between 1000-1500 people to attend.

We also run [BAM Courses](#) and regionally-focused conferences: the [BAM Conference USA](#) every Fall and the brand new [BAM Conference Europe](#).

Join our Team!

The Business as Mission movement is growing... and so is our Team! We have many new opportunities in the next 18 months, especially in the areas of Communications and Event Hosting. We are currently recruiting a new Event Team for the next BAM Global Congress and are expanding our Communications & Training Team to be able to better mobilise and equip people for BAM on ongoing basis. There may be an option to work with us virtually or on-location in Thailand, or a combination of both. You can read more about our open positions below.

Joining the BAM Resource Team is a unique opportunity because we serve the BAM community broadly and globally, working with many organisations and companies. You would be a great fit for our Team if you have a passion for business as mission and are exploring how you could serve with your administration, communications or project leadership skills. Working with us will give you a 'birds-eye view' of what is happening in business as mission worldwide and will help you discover your best fit for BAM work in the longer-term.

Financial Compensation

We cover the direct expenses of all our team members and can offer a small monthly stipend for the right candidates. Our current team members are generally self-funded by sponsorship from churches or friends or have an independent means of income. However, we understand that each person is in a different situation and would like to explore financial options with you if you are a great fit for one of these roles.

Contact: info@businessasmission.com to enquire further about any of these positions.

Event Team for the BAM Global Congress

Event Lead

The Event Lead will be responsible for managing the Congress event as a whole, including developing an event plan and managing the event team. The Event Lead will be the primary point of contact with the Program Team and the Conference Manager at the Venue. They will ideally have had project leadership and event management experience and will be able to plan and implement a strategy for the successful hosting of the event in April/May 2020. The Event Lead should be a good communicator and be able to manage people and tasks efficiently. Fluent English essential. **Full-time 15 months from March 2019 to May 2020 inclusive. Virtual and on-location** (ideally based in Thailand for at least 3-6 months out of 15).

Marketing and Partnership Lead

The Marketing and Partnership Lead will focus on recruiting and building relationships with Congress sponsors and partners. They will also work with the Event Lead and Media and Content Developer to develop an overall marketing plan for the Congress. Their primary role will be engaging with a substantial group of key BAM influencers, sponsors and exhibitors. The Marketing and Partnership Lead should have great customer service skills, be an engaging communicator and have competent administrative skills. Fluent English essential. **Part-time 12 months from May 2019 to 3 May 2020 inclusive. Virtual or on-location.**

PR and Content Manager

The PR and Content Manager will work on developing all public content related to the Congress, including website, social media, marketing campaigns and direct emails. They will work with the Marketing and Partnership Lead to develop materials and implement the marketing plan for the Congress. The PR and Content Manager will also be responsible for populating the Conference App, which will be the main tool to communicate information to attendees before and during the event. This person

should have experience using tools such as MailChimp, WordPress and Social Media platforms. They should be a great writer with an eye for good design, practical design experience would be a bonus. Fluent English essential. **Part-time 12 months from May 2019 to 3 May 2020 inclusive. Virtual or on-location.** [May be combined with the Media and Content Developer below for a full-time position]

Financial Administrator

The Financial Admin will help monitor the budget for the Congress and fulfil basic bookkeeping duties to support the Event Lead. This person will also provide administrative support for the Congress Scholarship Fund, keeping account of scholarship monies and communicating with scholarship applicants. The Financial Administrator should have some basic bookkeeping experience and be good with administrative details. Fluent English essential. **Part-time 12 months from June 2019 to May 2020 inclusive. Virtual or on-location.**

Administrative Support

The Admin Support person would work primarily with the Event Lead and the Program Team to fulfill administrative tasks related to running the Congress. They will be primarily responsible for assisting the Program Team with collecting and managing information and collating content needed for the Congress website and app. The Administrative Support should have administrative experience, be able to accomplish detailed tasks efficiently and be a clear communicator. Fluent English essential. **Part-time (with increasing hours) 10 months from June 2019 to 3 May 2020 inclusive. Virtual or on-location.**

Event Registrar

The Event Registrar will be responsible for helping to develop and administer the event registration and response system, working alongside the Event Lead. They will be the primary point of contact for Congress attendees and will be responsible for answering enquiries and questions from those registering. The Event Registrar should have excellent administrative skills, be great at customer service and a clear communicator. Fluent English essential. **Part-time (with increasing hours) 10 months from July 2019 to 3 May 2020 inclusive. Virtual or on-location.**

Volunteer Manager

The Volunteer Manager will be responsible for recruiting and managing the large team of volunteers that will join the event team immediately before and during the Congress in April/May 2020. They should be an enthusiastic people person, able to keep track of details and manage teams efficiently. **Part-time (with increasing hours) 4 months from January 2019 to 3 May 2020 inclusive. Virtual and on-location.**

BAM Communications & Training Team

Media and Content Developer

The Media and Content Developer will work with the Editor of the Business as Mission website to develop content for the website, blog, emails and social media on an ongoing basis. They will also develop materials and implement the marketing plan for our regular training courses and regional conferences. The Media and Content Manager should have basic administrative skills and experience using tools such as MailChimp, WordPress and Social Media platforms. They should be a great writer with an eye for good design, practical design experience would be a bonus. Fluent English essential. **Part-time 10-16 months between March 2019 and June 2020. Virtual or on-location (preferred).** [May be combined with the Congress PR and Content Manager above for a full-time position]

Event Project Manager

The Event Project Manager will be responsible for a wide range of tasks related to running our annual regionally-focused BAM Conference in the USA. They will ideally have had project leadership and/or event management experience and will work alongside the BAM Training Director to plan and implement the strategy for hosting each conference. The Event Project Manager should combine strong project management skills with great communication, and have competent administrative skills. **Full-time 9-14 months between May 2019 and June 2020 (with possibility to extend). Virtual or on-location.**

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