

Catalyst, Decide

Job Title	Adoption Guidance Catalyst
Reports to	Director of Adoption
Date Created/Revised	March 9, 2026

Position Summary

Catalyze people group adoption by helping families, churches, organizations and networks move from initial interest to informed adoption decisions. Guide participants through discernment, selection, and commitment around a specific frontier people group focus.

Essential Roles and Responsibilities

- Develop a people group adoption tracking system that helps users move from inquiry to adoption commitment.
- Develop and distribute decision-support tools, onboarding resources, and commitment pathways.
- Help families, churches, organizations and networks select one or more frontier people groups for adoption.
- Guide adopting partners in clarifying readiness, capacity, timeframe, and practical next steps related to adoption.
- Create and distribute comparison tools and adoption commitment resources.
- Provide monthly reports to the Director of Adoption on work activity and progress toward goals.
- Maintain required levels of ministry support through regular time in ministry partnership development.
- Ensure that privacy and security are maintained in conversation and information exchange.

Knowledge, Skills and Abilities

- Strong written communication and resource-development skills
- Ability to synthesize people group information into clear, simple guidance
- Ability to help others move from broad interest to specific, organized action
- Ability to manage onboarding and follow-up workflows
- Flexibility and willingness to adapt to new methods of production and presentation
- Ability to manage and meet deadlines
- Proficiency in computing and MS Office suite
- Knowledge of online communication tools and digital resource sharing
- Participate in additional work training as deemed appropriate

Qualifications

- Demonstrates a mature walk with God as a follower of Christ, as verified by lifestyle and references.
- Demonstrates a thorough understanding of the Bible.
- Evidences God's calling to play a role in his mission to spread the gospel among all peoples of the world.
- Can work closely with a team and set aside personal interests for what is best for them.
- Can graciously submit to those in authority.
- Is age twenty-one or older (no maximum age).
- Has a GED, high school diploma, or equivalent outside the United States.
- Has the experience to fulfill the job assignment.
- Is legally able to work in the country of operation.
- Aligns with Joshua Project's statement on marriage, gender, and sexuality.
- Has no credit card debt and all other loans (student, mortgage, etc.) are manageable.

- Shows evidence of good emotional, physical, financial and mental health.
- Demonstrates a healthy relationship with a local evangelical church.
- Agrees with the Lausanne Covenant, World Evangelical Alliance statement of faith, and Joshua Project's core values.
- Demonstrates relational skills to network with partners for raising salary and ministry support.
- Must be able to raise funds through ministry partner development.
- Preference towards workers with previous ministry experience.
- Ability to guide churches, ministries, and families through discernment and commitment conversations.
- Ability to learn and communicate cross-cultural and people-group information clearly.

Minimum Physical Requirements

- Must have the ability to type written communication, speak and hear with clarity to facilitate good communication in virtual meetings.
- Can work remotely, not required to be in the Joshua Project office.
- This job's duties often require the worker to sit for extended periods of time.