

Job Description

Title: Outreach Coordinator
Reports to: Men's Ministry Director
Classification: Employee; Hourly Non-Exempt; Up to 20 hrs/month)
Benefits: As indicated in the Employee Compensation and Benefit Policies.

Purpose: Lift community burdens by assisting individual homeowners, families, and institutions with projects which are too big for them to accomplish alone.

Responsibilities:

A. Direct

- a. Be an integral team member on the Outreach Team (OT) to ensure effective coordination, leadership and implementation of community outreach events.
- b. Responsible for identifying and scheduling projects while maintaining a continuous three-month plan for outreaches in accordance with the Community Outreach Planning Process and in consultation with the OT.
- c. In consultation with the OT, responsible for the successful planning and implementation of outreach projects for the benefit of individual homeowners, families, and institutions as well as the general beautification of the community.
- d. Recruit, communicate with, and work alongside project leaders to ensure all project work is led by appropriately skilled and knowledgeable craftsmen who are well informed to effectively manage assigned projects.
- e. Assume primary responsibility to arrange for needed tools and supplies for all outreach projects ensuring adequate lead times.
- f. Represent CJ's mission by leading outreach orientations and networking for volunteers before and during each outreach.
- g. Train project leaders to actively pray, support and encourage the owner/representative of each project site.
- h. Follow-up with owner/representative of the project site to learn their satisfaction level and see if they would be interested in collaborating with CJ on future initiatives.
- i. Provide written reports of outreach experiences as requested.

B. Operational

- a. Effectively operate within all policies and processes established by CJ.
- b. Proactively grow and develop personal expertise and spiritual gifts through ongoing training opportunities.
- c. Volunteer supervision of direct reports as assigned
 - i. Recruit, supervise, and train volunteers to effectively implement their assignments.
 - ii. Develop and effectively communicate performance expectations and establish accountability relationships with staff.
 - iii. Mentor volunteers to empower their growth and development.
 - iv. Disciple and care for volunteers as they grow in Christ.

- d. Financial Management
 - i. In the spirit of good stewardship, manage labor and spending within approved budget parameters.

C. Other

- a. Exemplify CJ's Biblical culture and Faith Statement by walking humbly, encouraging other's growth in Jesus, offering grace, speaking truth, promoting Biblical values, and fostering life-giving relationship in all circumstances.
- b. Ability to exhibit great compassion for lost, hurting, and under-resourced individuals, families and communities.
- c. Serve as an evangelical example desiring every person to walk in a reconciled relationship with God Almighty through redemption in Jesus's death on a cross.
- d. Clear understanding of and commitment to the Compassionate Justice vision and mission.
- e. Adhere to and share the CJ Statement of Faith and CJ Values.
- f. Value others more highly than yourself and work effectively in teams with a teachable heart, good attitude, and unified spirit.
- g. Immediately report any learned circumstances which are the result of abuse or harm (physical, sexual, emotional, etc.) to a minor (i.e. under 18 years of age).
- h. Other duties as assigned.

Qualifications:

A. Knowledge and Experience

- a. Mature Christ-centered faith and walking with Jesus for at least 3 years exemplifying the spiritual gifts listed below.
- b. Applicable education and/or experience in the areas of leadership, project management, and customer service necessary for the identification of projects and leading volunteer groups.

B. Skills

- a. Highly relational with the ability to effectively relate to people in all walks of life.
- b. Strong leadership, organizational, and administrative skills
- c. Competent in Microsoft office applications and use of technology.
- d. Cultural knowledge and sensitivity.
- e. Ability to work on a team as either a leader or support staff.
- f. Time management and organizational skills.
- g. Strong written and verbal communication skills.
- h. Be relational, motivate others, and use active listening skills.

A. Spiritual Gifts – Service, Mercy, Administration

Employee Signature

Date