

CHANGE

JOB DESCRIPTION

New Full Time Exempt **Date Prepared:**
 Revised Part Time Non-Exempt **Date Hired:**

Employee:

Job Title: Outreach Director

Department: Ministries

Supervisor: Associate Pastor

Purpose of the Job: The Community Outreach Coordinator will be responsible for maintaining all community outreach activities. You will represent Change Church and work with the team to develop, inspire and implement initiatives that increase the Church's visibility within the surrounding communities and partners.

Competencies Required:

- Must have the ability to manage multiple projects at once.
- Must be a master motivator.
- Must have the ability to lead others.

General Duties:

- Commit to pray for the first family, leadership and membership of Change Church.
- Lead in generosity to the church through consistent giving of tithe and offerings.
- Establish and foster an exemplary relationship with staff/non-staff workers, church membership, and the community at large.
- Champion, support, and advocate for the vision of the church.
- Demonstrate a servant's heart by having a willingness to perform other duties as needs may arise.

Essential Functions and Responsibilities:

- Maintain a calendar of outreach activities, including community events, workshops, appearances

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and other communication opportunities.

- Prepare an annual budget for community outreach activities.
- Nurture new and old relationships with collaborative partners.
- Schedule regular outreach exhibitions in the community and educate employees on community responsibility.
- Develop and Strengthen our partnerships with community and corporate partners.
- Prepare accurate records and reports on the outreach goals.
- Assist in the organization of outreach events.
- Serve as the liaison on the mission leadership team.
- Ensure active communication with location Leaders.
- Lead in planning, organizing and implementation of missions activities and events.
- Provide oversight of mission strategy for the church.
- Encourage new ideas that will stimulate the vision of the church.
- Facilitate mission projects such as:
 - A. Local
 - B. National
 - C. Global
 - D. Prison

Extent of Public Contact:

- Daily contact with leaders and volunteers
- Change Pastors and staff members
- Community at large

Employee's Signature: _____ Date: _____

Direct Report's Signature: _____ Date: _____