



FIRST FREE
CHURCH

Global Outreach Coordinator

Job Description

Summary

The Outreach Coordinator - Global Focus provides support and direction for missionary care, short term teams, outreach events, and implementation of outreach strategy throughout the church. This position is a part-time, hourly position of approximately 25 hours per week.

Accountability

The Global Outreach Coordinator is part of the Outreach Team and reports directly to the Executive Pastor of Discipleship.

Responsibilities

Missionary Care

1. Recruit, train, mobilize, and oversee missionary care lay team. This lay team will be responsible for being informed about our missionaries, communicating with our missionaries, and generally serving as liaison between the missionary and First Free.
2. Monitor missionary communication within First Free for security purposes.
3. Respond to people who contact the church for missionary support in keeping with our policies.
4. Complete annual evaluations of missionaries in September, gathering information for accountability and budget purposes.
5. Maintain and update missionary support grid.
6. Implement and oversee the leadership pipeline for the missionary care team.

Short-Term Teams

1. Work with outreach staff and pastoral team to identify possible partnerships for short-term teams; cultivate relationships and develop strategy to send teams.
2. Assist short-term team leaders with planning (e.g., applications, communication, documentation, travel, fund-raising).
3. Maintain up to date training manuals for short-term teams.
4. Working with other ministry areas, promote short-term team opportunities to First Free Church members and attendees.

5. Lead debriefing process for returning short-term teams.
6. Implement and oversee leadership pipeline for developing short-term team leaders.

Outreach Teams

1. Assist in coordination and oversight of outreach teams, particularly teams with overseas focus.
2. Develop and implement connection strategy for helping every believer at First Free to be involved in missional living.
3. Implement and oversee leadership pipeline for developing outreach team leaders.

Outreach Events

1. Encourage, equip, and assist other ministry areas, groups, and the congregation to engage in effective and innovative outreach events.
2. Develop and communicate underlying motivation and strategy for outreach events in the bigger scope of our outreach ministry objectives.
3. Implement and oversee leadership pipeline for outreach events.

General Outreach Ministry

1. Contribute articles and other information for the monthly discipleship e-news.
2. Monitor the outreach budget and attend meetings with the outreach finance team.
3. Partner with ministry teams and groups to foster a missional living mindset.
4. Work with Groups Ministry to promote outreach and service in all of our groups.
5. Assist in planning and facilitating Mission Community lunch programs.
6. Serve as a church resource for outreach and missions.
7. Stay on the cutting edge of church outreach trends and strategies.

Personal Qualifications

Character and Commitment

- Has a genuine love for the Lord and other people that is exhibited through an authentic, transparent, Christ-centered lifestyle. Is teachable and has discernment.
- Supports and is committed to the vision, values, and beliefs of First Free Church.
- Able to encourage and mobilize believers to the mission of evangelism and discipleship.
- Self-starter who is able to prioritize work and to anticipate needs.
- Team-player, able to work well with the outreach team and other church departments, as well as motivate and encourage volunteers.

Minimum Qualifications

1. Strong interpersonal skills/customer service, organization, and planning skills.
2. Practical ministry experience is helpful.
3. Effective communication skills.
4. Maturity for good decision-making; able to solve problems.

5. Proficient in the Microsoft Office Suite, including PowerPoint and social media.
6. Proficient in G-Suite (google docs, spreadsheets, etc.)
7. Knowledgeable of English language and grammar.
8. Organized and experienced in attention to detail.
9. Person of integrity and respect with good social skills.