



## **Outreach Coordinator - Regional Focus**

Job Description

### Summary

The Outreach Coordinator - Regional Focus provides support and direction for outreach teams, outreach events, and implementation of outreach strategy throughout the church.

### Accountability

This position is a part-time, hourly (non-exempt) position of 25 hours per week. The Outreach Coordinator - Regional Focus is part of the Outreach team and reports directly to the Executive Pastor of Discipleship.

### Responsibilities

#### Outreach Partners and Supported Organizations

- Recruit, train, mobilize, and oversee a team to manage relationships with local ministries and organizations. This lay team will be responsible for being informed about our outreach partners, communicating with our partners, and generally serving as liaisons between partners and First Free.
- Manage and monitor communication with outreach partners and supported organizations.
- Respond to organizations who contact the church for support in keeping with our policies.
- Complete annual evaluations of supported organizations in September. Gather information for accountability and budget purposes.
- Maintain and update the organization support grid.

#### Outreach Teams

- Provide regular training, support, and accountability to Outreach Team leaders.
- Guide Outreach teams in developing and tracking measurable outcomes that support the overall mission of First Free.
- Develop and implement a connection strategy for helping every believer at First Free to be involved in missional living.
- Implement and oversee the leadership pipeline for developing outreach team leaders.

## Outreach Events

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

## General Outreach Ministry

- Contribute articles and other information for social media and other vehicles for church communication.
- Monitor the outreach budget and attend meetings with the outreach finance team.
- Partner with ministry teams and groups to foster a missional living mindset.
- Work with Groups Ministry to promote outreach and service in our groups.
- Assist in planning and facilitating Mission Community lunch programs.
- Serve as a church resource for outreach and missions.
- Stay on the cutting edge of church outreach trends and strategies.

## Qualifications

### Character and Commitment

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

### Minimum Qualifications

- Strong interpersonal skills/customer service, organization, and planning skills.
- Practical ministry experience is helpful.
- Effective communication skills.
- Maturity for good decision-making; able to solve problems.
- Proficient in the Microsoft Office Suite, including PowerPoint, and social media.
- Proficient in G-Suite (Google Docs, spreadsheets, etc.)
- Knowledgeable of the English language and grammar.
- Organized and experienced in attention to detail.
- Person of integrity and respect with good social skills.