

Job Description

Outreach Coordinator for Child and Family Ministries

Reports to: Associate Pastor for Outreach and Mission

Status: Part time (20-25 hours), non-exempt

Summary

The Outreach Coordinator for Child and Family Ministries position involves two primary goals: [1] engaging members in outreach endeavors that match their gifts and passions, and [2] helping our church family work towards a day when all children have the education, experiences, and necessities they need to thrive.

Essential Functions

- Connect church members to opportunities to engage in ministry with students and families.
- Collaborate with outreach staff to ensure that all our ministry areas stay healthy and relevant for partners and engaging for volunteers.
- Maintain close relationships with our partner school and other ministries to ensure we are working together in a healthy way and supporting their primary needs.
- Communicate with pastors, program staff, and the communication department to help ensure that outreach endeavors are woven into all areas of the life of faith at FPC.
- Empower volunteers and provide them the training they need to take ownership of ministry areas and be proactive in their areas of mission.
- Attend and co-facilitate outreach committee meetings and help provide information needed for status reports and budgeting decisions.

Other Responsibilities

- Participate as a larger member of the church program staff – collaborating with colleagues to pursue the overall mission of the church as defined by the Session.
- Be a visible presence on Sunday mornings to encourage members and build relationships.

Core Competencies

- Highly relational and encouraging
- Organized with good attention to detail
- Adaptive
- Prolific and excellent communicator
- Experience with project management
- Faithful commitment to the work of the gospel and the joy that it brings

Physical Requirements

- Able to communicate effectively in a public forum
- Ability to be physically present at ministry sites when appropriate and needed

To apply, please send a resume to Lucy Crain at lcrain@firstpres-charlotte.org.