

Position Description

Job Title:	Outreach & Next Steps Coordinator
Status:	Part-time, 30 hours/week
Supervisor Title:	Spiritual Growth & Outreach (SG/OR) Director
Date Prepared/Revised:	June 2018

Job in a sentence

The Outreach & Next Steps Coordinator is tasked with implementing strategies and partnerships that transform our known local territory, as well as assisting in guiding new guests and new believers through the process of connection, serving, and growth at Red Cedar Church

Responsibilities

Mission-critical Responsibilities:

- Proactively communicate, support and fulfill the mission, vision, core values, purposes and goals of the church
- A deep passion for helping people find Full Life through serving our community and growing in their relationship with Jesus
- Build a team who collectively and individually accomplishes same
- Maintain open and frequent communication with the SG/OR Director, other ministry departments and volunteer team leaders and members

Role-specific Responsibilities:

- Organize people to serve OUTSIDE of the church walls. People living out a full life in Christ with love, generosity, and mission. A community who NEEDS the Church because the Church has created so many bridges
- Create a church culture of 'giving ourselves away' with our time, talents, and treasure
- Support all areas of local outreach
- Work with SG/OR Director to implement and administer Restart jail ministry in local jails
- Lead volunteer leaders in recruiting, organizing, and carrying out outreach activities, specifically the four major church-wide events each year (Live Out Love, Back to School Bash, Gratitude Campaign and Foster Family Christmas Celebration)
- With SG/OR Director, create and maintain relationships with outreach partners (non-profits, government, schools, etc.)
- Provide opportunities for people to be exposed to outreach opportunities, engaged in ongoing service, and equipped to lead
- Support an effective and comprehensive guest follow-up and assimilation process
- Assist in the development and implementation of Discover and assimilation course curriculum
- Other duties as may be assigned by the SG/OR Director

Ideal Candidate is someone...

- Who has a sense of urgency for getting things done
- Who is good at accepting and initiating change
- Who has an eagerness to hit the ground running
- Who is compassionate and strategic
- Who wants to give people a hand-up, not a hand-out
- Who is trustworthy
- With creative and original thinking abilities
- Who wants to work in a team environment
- Who demonstrates alertness and sensitivity to problems

Expectations for Connecting at Red Cedar Church

- Care for yourself and your family above all else
- Commit to storehouse tithing
- Participate in or lead a Full Life group at RCC
- Attend and engage in one RCC worship service every week (when not on vacation or sick)
- Become a Member of RCC

****Please submit your resume and cover letter to hello@redcedarchurch.com**