



**ROCK**  
C H U R C H

**JOB DESCRIPTION**

Position: **Outreach Coordinator**  
 Reports to: **Outreach Pastor**  
 Position Status: **Full-Time, Exempt**

Department : **Outreach**  
 Effective: **January 2011**  
 Replaces: **New Position**  
 Position Number: **RC-9-11**  
 Posting Date: **January 28, 2011**  
 1<sup>st</sup> Closing Date: **February 5, 2011**

**Position Summary:** The Outreach Coordinator will be responsible for coordinating all events related to the Send team and Outreach Ministries. The Outreach Coordinator will also act as a liaison between all ministry leaders and the Rock Church staff regarding accounting, fundraising, promotions and websites. The Outreach Coordinator works under the direct supervision of the Outreach Pastor.

**Job Responsibilities and Duties:**

1. Responsible for the oversight of all Outreach Ministries to include making sure the infrastructure of all Outreach Ministries meets the necessary criteria and guidelines to be considered a part of the Rock Church Outreach Ministries.
2. Create volunteer teams to provide follow up with congregants that are interested in Outreach Ministries.
3. Responds to requests from ministry leaders in a timely fashion, ensuring the highest level of customer service, professionalism, integrity and follow through.
4. Responsible for the planning and organizing of all Outreach Ministry events to include location of events, registration and other assigned duties.
5. Assists Outreach Pastor with Ministry for Dummies classes and Ministry Seminars to include updating and maintaining the Ministry Leader Handbook and the Ministry for Dummies Guide and preparing all other necessary materials.
6. Responsible for updating and maintaining the Outreach Ministry website and coordinating social media connections to include but not limited to Facebook and Twitter.
7. Responsible for indentifying Life Transforming Stories within the Outreach Ministry and assisting with the publication of these stories.
8. Assists with the marketing needs of all Outreach Ministries to include but not limited to coordinating the bulletin ads, working with resources (i.e. volunteer graphic artists,) to help with solutions for print.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Outreach Pastor.

**Job Skills and Requirements:**

1. Associate's degree in a related field is preferred but not required.
2. One year related experience and/or training; or equivalent combination of education and experience.
3. Pleasant personality with the ability to be firm but gracious in dealing with staff ministry, leaders, volunteers.
4. Must be able to recognize and maintain confidentiality.
5. Strong attention to detail and accuracy, including excellence in oral communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
6. Strong written communication skills to include legible writing skills.
7. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint)
8. Familiar with the Rock's database systems to include, Fellowship One, WuFoo, BlueHornet and Googledocs.

9. Ability to be firm but gracious in dealing with staff and ministry leaders.
10. Ability to work independently or in a team-oriented environment.
11. Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines.

#### **Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Strategic Ministry Model.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

#### **Physical Requirements**

Ability to function independently and ability to speak. Physically able to lift up to 30 lbs (with or without assistance). This position also may require long periods of standing up and walking.

#### **Employment At-Will:**

All employees of the Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.