



JOB DESCRIPTION

Job Title: Campus Outreach Coordinator

Position reports to: Global Family Ministries Director

Department: Family Ministries

Date Prepared: 7/2023

I. **Purpose of the Job:**

Be the catalyst for community connections! Seek, develop, and nurture relationships with local schools and city departments. As a visionary leader, oversee and creatively guide Citygate Outreaches, ensuring they operate effectively and efficiently. Impact the Kingdom and local community through outreach initiatives like neighborhood evangelism, Food Pantry, and more.

II. **Essential Functions and Responsibilities:**

- **Weekly Responsibilities (before Sunday)**
 - Assist with the overseeing of all department operations, including coordination, communications, weekly and or monthly outreach prep and ministry events for the department.
 - Weekly Communication with Family Ministries Director to report vision for what is coming next, department wins, areas in need of improvement, and metrics.
 - Pray for and encourage leaders and Outreach Crew members.
 - Develop and oversee training team members, organization, implementation and logistics of outreach efforts.
 - Create and oversee Citygate wide outreaches to help develop community within our city and schools.
 - Be the point of contact for all outreach programming and coordinating questions and phone calls
 - Support the Family Ministries Director regarding vision, changes, policies and procedures.
 - Respond to emails and phone calls within 24-hour time frame
 - Cast vision, attract, build, connect, develop and evaluate department Crew members.
 - Participate in Department meetings, staff meetings, and leadership meetings
 - Develop, oversee, and train all levels of leadership within the Outreach Team
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- **Sunday Responsibilities**
 - Support and guide Outreaches and Crew members through effective communication in order to support those in need on a Sunday
 - Connect with the congregation to keep a constant pulse on the every evolving needs of the local community
 - Serve as a Culture Carrier
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- **Monthly Responsibilities .**
 - Create a monthly serve and mtg schedule for the department.
 - Monthly training with your departments to train, cast vision, and build community
 - Stay 4 months ahead on up and coming church and community events
 - Find the need within the city or schools and help create a way to serve them
 - Nominate and celebrate Crew Leaders and members monthly

- **Special Events Responsibilities**
 - Provide direction and vision to support and help with execution of events
 - Project Management

III. **Experience and Knowledge Required:**

- Valid Driver's license
- High School diploma or equivalent
- 1-2 years of leadership experience
- Excellent verbal and written communication skills
- Must be able to lift 20 lbs.
- Self-Motivated with the ability to work without supervision and able to set & achieve goal
- Must possess basic computer skills
- Ability to follow detailed instructions and complete tasks
- Ability to maintain good attitude in difficult situations
- Must be able to work under pressure
- Must be willing to work overtime and adjust regular schedule to accomplish the necessary tasks
- Demonstrated understanding and commitment to working in culturally diverse setting
- Proven leadership skills and experience in problem solving
- Have at least one year of practical ministry experience working with people well as experience serving through Citygate Outreaches.
- Ability to respond to people's immediate needs of all sorts as they arise, communication and networking skills, event planning, managing a calendar and facilities, reporting statistics, tracking metrics, helping to manage need and donation intakes. Must be flexible and versatile and have the capacity to work well with interruptions and distractions.
- Supervise multiple projects effectively
- Exceptional verbal, written, editing, proofreading, organizational and admin skills
- Able to relate positively and professionally to the congregation, city officials, and other staff and leaders under intense pressure.
- Steady, positive attitude, people-oriented, team player, customer service minded
- Ability to handle confidential information
- Familiar with Microsoft Office, Google Doc, Rock RMS, Planning Center and ability to learn new software
- Must be an independent self-starter with a sense of urgency, proven results orientation, initiative and an affinity for producing consistently high-quality work in a manner that shows excellence.
- Uncompromised commitment to Citygate Church's vision, values, and core beliefs
- Willing to be agile and open to feedback

IV. **Core Values in Daily Life:**

- Attitude of Honor- Show reverence to God and others by practicing stewardship, pursuing excellence, and embracing a lifestyle aligned with the Citygate Honor Code.
- More Requires More- Demonstrate a servant's attitude by prioritizing unity, actively contributing, and demonstrating unwavering commitment to establishing a culture aligned with Kingdom principles.
- Take the Limits Off- Pursue spiritual growth through the gifts of the Holy Spirit, foster a mindset of creative and innovative thinking to dream big dreams and take big risks.
- Loyal to the Future- Clearly called by God to embrace and advance Citygate Church's vision, demonstrate loyalty through generous contributions of time, talent, and resources to shape the future of our local body of Christ.