

THE NATIONAL PRESBYTERIAN CHURCH

OUTREACH COORDINATOR POSITION DESCRIPTION

The position of Outreach Coordinator is a part-time position of no more than an average of 20 hours per week on the Support Staff of the National Presbyterian Church (NPC or the Church) and is non-exempt under the Fair Labor Standards Act. The Outreach Coordinator works under the direct supervision of the Assistant to the Executive Pastor and Outreach (the Assistant) or the Executive Pastor. The Outreach Coordinator assists in the implementation of the Church's vision for outreach, in accordance with the Church's mission and strategic plan. Some of the duties and responsibilities of the position may be carried out remotely as approved by the Assistant and the Executive Pastor. The position does not qualify for benefits under the Church's personnel policies, other than the Church's contribution of the employer's portion of FICA.

MAJOR RESPONSIBILITIES

1. Provide active support for the mission of the Church through service under the direction of the Assistant and the Executive Pastor.
2. Maintain the strictest confidentiality of information and files of the Assistant and Executive Pastor.
3. Assist in the full range of activities necessary to maintain relationships with the Church's mission partners.
4. Prepare materials, as needed, for the Assistant and the Executive Pastor, and work from handwritten copy, e-mail, notes, electronic copy, or other forms of communication to prepare documents in final form for signature and dissemination.

MAJOR DUTIES

The following major duties are as needed, requested, and directed by the Assistant and the Executive Pastor:

1. Manage general office tasks, including handling telephone and e-mail inquiries and maintaining office supplies.
2. Provide secretarial and clerical support through word processing of correspondence, documents, and forms; by filing, making copies, and assembling documents; and by maintaining paper and computer files.
3. Create and manage Outreach e-mail distribution lists for teams and projects.
4. Monitor current mission partner activity; update mission partner contact directory; and distribute relevant mission partner information.
5. Manage quarterly check disbursement process for mission partners and process check requests to provide reimbursement of expenses for the Mission Council and lay leaders in Outreach.
6. Monitor the actual monthly expenses of Outreach versus amounts budgeted for those expenses.
7. Provide support for short-term mission trips: send, receive, and process applications; maintain correspondence; receive and track financial donations; and generate project financial reports.
8. Provide support for the Alternative Gifts Market: send, receive, and process applications; maintain correspondence; manage event support (office supplies, room set-ups, etc.); process final order entries in an Excel spreadsheet; and prepare and process check disbursements.
9. Maintain the schedule for Outreach meetings, programs, events, and mission trips; maintain current Outreach information on the NPC website.
10. Prepare correspondence to welcome new residents, as directed.

11. Enter data and obtain reports from the Church's database systems.
12. Attend meetings of the staff, Mission Council, and Mission Council committees as requested.
13. Perform other duties in the office of the Executive Pastor that are not related to a specific Outreach activity.

QUALIFICATIONS

- A. A mature, personal relationship with Jesus Christ, showing continuing spiritual growth, moral and emotional strength, obedience to Biblical principles, and a demonstrated love for the church of Jesus Christ.
- B. Ability to subscribe and adhere to the Church's Biblical Standards for Christian Leaders.
- C. Ability to manage multiple tasks simultaneously and effectively manage deadlines.
- D. Knowledge and competency in customary secretarial, receptionist, and administrative assistant functions.
- E. Knowledge of computers, competency in word processing software programs, including Microsoft Office, especially Word, Excel, and Outlook, and the ability to learn the Church's database software programs.
- F. Ability to work independently, with minimal supervision after tasks and projects are assigned.
- G. Ability to read, write, and speak well in English.
- H. Ability to draft letters, notes, documents, reports, and correspondence using appropriate grammar and punctuation.
- I. High school diploma with three to four years related experience and/or training; Bachelor's degree from a four-year college or university preferred, with one to two years related experience or training.
- J. The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to sit and talk or hear. The employee is frequently required to reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to stand and walk. The employee is occasionally required to carry documents or items from one building to another on the grounds of the Church. The employee must regularly lift and/or move up to 10 pounds.