



Position Description

TITLE: Norfolk Local Outreach Coordinator

I REPORT TO: Local Outreach Director

CATEGORY: Part Time

LAST UPDATED: March 2024

Qualifications

- Mature walk with Christ
- Wisdom to be both compassionate and tough minded in order to truly help the materially and spiritually poor
- Strong communication skills; ability to relate well to church as well as to leaders of agencies, schools and groups outside the church.
- Strong leadership and administrative gifts.
- The ability to recruit, train, and motivate volunteers.
- Strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint).
- Self-motivated and flexible with strong organizational skills and the ability to work well with timeliness and short deadlines.
- Possess a college degree.

General Responsibilities

- Collaborate with Local Outreach Director to develop and execute vision and long-term ministry plan.
- Lead local outreach at the campus and encourage spiritual growth through service, including any appeals/drives, any collaboration events with the missions team, and any other Local Outreach projects.
- Organize and coordinate monthly Serve the City events and projects.
- Support Local Outreach Director by managing Norfolk School Partnership relationships including volunteers, leaders, budget, school events and lobby promotions.
- Maintain and develop relationships with school leadership to identify areas of growth and support within the church/school partnership.
- Develop and maintain volunteer teams to lead participation in outreach activities and ministry including but not limited to FOS, Serve the City, Giving Tree and Fill A Bag.
- Maintain a presence at the campus on Sundays to build relationships and champion local outreach teams and initiatives at the campus.
- Collaborate with other campus staff leaders to develop ministry that supports FOR the 757.