

**SUNSET CHURCH
POSITION DESCRIPTION**

POSITION TITLE: Missions and Outreach Coordinator

INCUMBENT: Cindy Heinz

REPORTS TO: Sheri Schlieff

DATE REVISED: September 1, 2021

FLSA: Full-time, non-exempt

PHILOSOPHY

Sunset Church is a community of people, connected to each other and committed to loving our world through faith in Jesus Christ, who are experiencing the life-changing power of that faith, who are expressing Christ's love through serving, and who are actively reproducing these values through mentoring and investing in others. The Missions and Outreach Coordinator must be committed to Jesus Christ and the work Christ is doing at Sunset Church and be in agreement with these values. The person in this position is expected to have spiritual integrity as well as loyalty and commitment to the staff and congregation of Sunset Church.

POSITION SUMMARY

The Missions and Outreach Coordinator provides support to the staff and volunteer leaders and teams under the Outreach Director. By providing logistical and administrative support, she/he aids these ministries and their volunteer leaders, as well as the Outreach Director and other Missions Ministers. This support enables these ministries to meet their team and church-wide ministry goals thereby connecting congregants and community members to the church and the next step in their spiritual journey.

POSITION RESPONSIBILITIES

Administrative Support (includes all ministries and events under Outreach Director responsibility)

- Performs financial duties, calendaring, communication, meeting coordination (room reservations, catering), travel reservations, correspondence, database training, and note taking for Outreach Director and other missions ministers.
- Assists with other duties and support of team members as needed.

Outreach Ministry (Community)

- Event Management: Key team member in planning and execution of major outreach events.
- Provides administrative support for volunteer-led outreach ministries by responding to ministry requests and training teams in database use and other office systems. Ministries include but are not limited to: Helping Hands, Pack the Pack, Sunset Community Garden, Food and Toy, school district partnerships, Quiet Waters, Tuesday Treasures, Congregational Care Team, Family Promise.

Missions (Local, Regional, and Global)

- Liaison for Sunset missionaries and organizations, providing personal contact, focusing on financial and spiritual needs. Processing quarterly support disbursements, facilitating annual review process for missionaries and organizations. Contact for missionaries on furlough.
- Provides administrative support for Global Outreach: Financial duties and budget record keeping, communication to the congregation via email updates and bulletins, meeting arrangements and coordination, publication needs, and responding to requests from new missionaries and organizations.
- Provides administrative support for local and short-term mission teams: Keeps detailed financial record of individual team member contributions and outgoing expenses. Works closely with short-term mission team leaders and key event volunteers to schedule reservations, meet payment deadlines, provide database training, meeting coordination, and assists with communication needs.

Membership, Pastoral Care and Memorial Services (Interim Responsibilities)

- Member records: works with the Minister of Administration to maintain an accurate record of deceased members in the church data system and on Session list.
- Provide administrative support to the Congregational Care team.
- Maintains a list of available hospital equipment to loan to the congregation as needed.
- Memorial Service Coordinator: plan and execute memorial services and receptions, including meeting with families, facility reservations and set up, service planning, scheduling and hiring service providers and caterers.
- Financial Assistance support for Lay Leader.

- Other duties as assigned.

SCOPE OF POSITION

Job responsibilities are carried out in an office work environment that consists of new and recurring work situations with numerous competing ministry requests. Calls for flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of staff, volunteer ministry leaders, congregants, outside clients, and vendors. Requires strong computer skills and an ability to work both collaboratively and independently.

SUPERVISION EXERCISED

The Missions and Outreach Coordinator partners with the Helping Hands Manager to oversee and train volunteers for Tuesday morning and Wednesday afternoon pantry shifts.

WORK CONTACTS

The Missions and Outreach Coordinator primarily has contact with other staff, volunteer ministry leaders, Pastoral Care Team members, Missions team members, Sunset missionaries and organizations and congregants. Secondary contacts include outside missionaries and organizations, facility renters, and the general public.

WORKING CONDITIONS

The job is normally performed in an office environment. Position requires extended periods of close computer work. Occasionally, may be required to work in excess of eight hours per day or forty hours per week. Normal work week is Monday to Friday, 8 am to 5 pm, except for Wednesday (Helping Hands afternoon/evening pantry hours), flexible scheduling allowed. Evening and weekend hours are occasionally required.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint, OneNote, Publisher)
- Proficiency with or aptitude to learn complex data management program, including SQL and advanced reporting features
- Understanding of phone and email systems

- Basic accounting knowledge and skills
- Ability to work well in stressful situations
- Organization skills
- Conflict resolution skills
- Attention to detail
- Interpersonal skills
- Confidentiality

EXPERIENCE

Minimum two years' experience working in an administrative role with proven ability to prioritize and meet deadlines handling multiple tasks simultaneously. Demonstrated ability to communicate effectively with staff, volunteer ministry leaders, clients, customers and vendors. Experience in training and coaching others is helpful. Ability to work well both independently and as a team member. Preference will be given to a person who has demonstrated compassion and a heart for ministry.

REVIEWED BY:

_____ Employee	_____ Date
_____ Supervisor	_____ Date
_____ Human Resources	_____ Date