

SUNSET PRESBYTERIAN CHURCH
POSITION DESCRIPTION

Position Title: Outreach Coordinator

REPORTS TO: Director of Ministry Operations

Status: Part-Time (20 hours/week)

Date Revised: April 2026

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, expressing Christ's love through serving, and actively reproducing these values through mentoring and investing in others.

The Outreach Coordinator must be committed to Jesus Christ and supportive of the mission, vision, and values of Sunset Church. This individual is expected to demonstrate a heart for service, strong organizational skills, and a desire to engage the congregation in meaningful outreach opportunities.

POSITION OVERVIEW

The Outreach Coordinator supports the planning, coordination, and execution of Sunset Church's outreach ministries, including local and global initiatives. This role focuses on logistics, communication, and volunteer coordination, helping ensure outreach efforts are well-organized, well-communicated, and aligned with the church's mission.

Working closely with the Director of Ministry Operations, the Outreach Coordinator helps implement outreach initiatives and provides administrative and relational support to volunteers and ministry leaders.

KEY RESPONSIBILITIES

Outreach Coordination & Logistics — 8-10 hours/week

- Coordinate logistics for local and global outreach initiatives, events, and service opportunities
- Assist in planning and execution of church-wide outreach efforts (e.g., seasonal drives, service events, partnerships)
- Maintain calendars, timelines, and task tracking for outreach activities
- Coordinate facility use, supplies, and event needs in collaboration with staff
- Lead Wednesday afternoon pantry shift as needed

- Explore and research local outreach opportunities

Volunteer Engagement & Support – 4-5 hours/week

- Recruit, communicate with, and support outreach volunteers
- Coordinate volunteer sign-ups and scheduling (Planning Center)
- Serve as a point of contact for volunteers involved in outreach initiatives
- Help ensure volunteers feel informed, equipped, and appreciated

Communication & Administration – 3-4 hours/week

- Work with the Communication Lead to support communication for outreach opportunities (emails, announcements, newsletters, website updates)
- Maintain accurate records of outreach participation, partnerships, and activities
- Assist with documentation, reporting, and storytelling of outreach impact
- Coordinate with church staff to ensure clear communication across ministries

Ministry Support & Collaboration – 2-3 hours/week

- Support the Director of Ministry Operations in strengthening outreach systems and processes
- Collaborate with ministry leaders to integrate outreach opportunities across departments
- Assist with coordination between outreach and other church ministries

ROLE PRIORITIES

- **Clear Communication** – Outreach opportunities are well communicated and easy to engage
- **Strong Volunteer Engagement** – Volunteers feel supported, organized, and connected
- **Effective Execution** – Outreach initiatives run smoothly and are well-coordinated
- **Ministry Alignment** – Outreach efforts align with church mission and priorities

SUCCESS OUTCOMES

- Outreach events and initiatives are well-organized and effectively executed
- Volunteers are consistently engaged and supported
- Communication about outreach opportunities is clear and timely
- Administrative systems for outreach are organized and sustainable
- Outreach ministries feel supported and connected to the broader church

RELATIONSHIPS

- Reports to Director of Ministry Operations
- Collaborates with ministry staff and leaders
- Works closely with volunteers involved in outreach
- Coordinates with church administrative and communications teams

QUALIFICATIONS**Required**

- Strong organizational and administrative skills
- Ability to manage multiple tasks and deadlines
- Strong interpersonal and communication skills
- Ability to work collaboratively with staff and volunteers
- Alignment with the mission and values of Sunset Church

Preferred

- Experience in ministry, nonprofit, or volunteer coordination
- Experience with planning tools (Planning Center or similar systems)
- Experience coordinating events or outreach initiatives

WORKING CONDITIONS

- Flexible part-time schedule
- Work performed in office and church campus environment
- Occasional evening or weekend hours for outreach events