

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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Position Title:	Outreach Programs Coordinator
Department:	Missions
Campus:	Central
Date:	January 2021
Supervisor:	Assistant Director of Outreach Programs
FSLA Status:	Exempt

Position Profile:

The Outreach Programs Coordinator is a member of Woodside's Global and Local Outreach Team and serves under the direction of the Assistant Director of Outreach Programs. The role is designed to support the vision, mission and purpose of Woodside by providing administrative support to our Child Sponsorship Program and execution for our local serving events.

Skill Set:

- **Personality:** A personable demeanor and engaging personality; outgoing, relational and positive.
- **High Capacity:** Self-motivated, systematic, and administratively detailed with the ability to work well corporately and independently. Ability to serve others while managing processes, finances and logistics within established deadlines.
- **Influencer and Motivator:** Ability to cast vision and inspire people (staff and church body) around the vision and strategy for becoming a child sponsorship sponsor and serving at our local events.
- **Process Execution:** Ability to execute processes in sponsorship communications (donors and field leaders), program budgets, event planning and logistics.
- **Flexible:** Adaptability to change; able to navigate uncertainty and work independently, balanced with taking direction and guidance.
- **Spiritual Integrity:** Demonstrates a personal relationship with Jesus enabling them to disciple and encourage others. Maintains a teachable spirit and is confident in Christ but is aware of weaknesses and brokenness. Committed to living out their faith in community with others and serving at their campus.

Skill Set:

- Servant Leadership
- Creating and Maintaining Networks
- Demonstrating Self-Insight and Awareness
- Building and Supporting Teams
- Maintaining Objectivity
- Acting as a Champion for Change
- Problem Solving/Analysis
- Using Computers and Technology
- Accepting Responsibility
- Adaptability/Flexibility
- Following Policies and Procedures
- Integrity/Ethics
- Interacting with People at Different Levels
- Interpersonal Skills
- Maintaining Objectivity
- Problem Solving and Analysis

- Project Management
- Serving Others
- Teamwork

Experience Qualifications:

- Must meet leadership qualifications stated in the Woodside Bible Church bylaws and be experienced in the leadership of others to accomplish a common purpose.
- At least three (3) years of experience in administrative processes and logistics.
- Experience and ability to communicate with a broad range of people (i.e. donors, partner organizations & leadership).
- Experienced in using Microsoft Office Suite: Word, Publisher, Excel, Power-Point.
- Demonstrates an ability to plan and manage details of various projects at the same time.
- Demonstrates a dependence on God, humility, and models personal integrity.
- Values people from a wide spectrum of socio-economic/ethnic backgrounds and helps others do the same.

Child Sponsorship Responsibilities:

- Assist in the implementation of an ongoing communications strategy with sponsors that includes regular (x4 per year) updates on their sponsored child.
- Work with the communications team to keep sponsorship website current, user friendly and visually appealing.
- Maintain a database with a current profile and historical records on each sponsored child and sponsor communications.
- Provide regular reports on the program expenses and income that is reconciled with in-country expenses.
- Assist in the creation of an annual report detailing progress, status and financial information for Woodside leadership and sponsors.
- Assist in the development and execution of an ongoing strategy that will demonstrate our appreciation to our sponsors; which could include appreciation events, monthly email, updated child profile and an annual report.
- Responsible for executing new promotional strategies to build the donor base throughout the Woodside campuses.
- Responsible for execution of the logistics, travel and communication for a short-term mission team that will travel annually to sponsorship locations to update the sponsorship profile, data collecting, improving the sponsorship experience, and developing on-the-field relationships.

Event Execution Responsibilities:

- Responsible for executing logistical needs of local serving events including facilities, technology, communication and marketing, purchasing, set up and tear down, and volunteer coordination.
- Maintain accurate records for all events and their status and provide financial, statistical and activity reports on volunteer participation.
- Recruit, support and lead volunteer activities before, during and after local service events.
- Be available during occasional weekend, weeknight and holidays for event management.
- Regularly collect and provide stories and updates for promotional use.
- Be an advocate for Woodside's local outreach vision and actively promote the vision to volunteers and participants.

Spiritual Responsibilities:

- Ensures that all actions performed within the context of this job position accomplish and further the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach).
- Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church.
- Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church.

Disclaimers:

- Other duties as required may be added or changed. This job description does not constitute a contract for employment.
- This is a full-time position, which includes weekend and evening responsibilities as needed.

PROPOSED REVIEWED BY		DATE	
APPROVED BY		DATE	

