

**Job Title:** Outreach and Connecting Coordinator

**Position Type:** 10 hours per week

**Direct Report:** Director of Outreach and Membership

**The Role:** To provide support in the department of Outreach and Membership, in identifying and creating potential connection opportunities between the congregation and community. This position works with the Birmingham First adult congregation to create a spirit of invitation to the community.

### **Qualifications/Experience**

- Public Speaking
- Facilitation of large event planning
- Administration and organizational skills
- Proficiency in Microsoft Office Word and Excel, with some understanding in Publisher and Power Point a plus
- Independent as well as team work settings
- Volunteer recruitment

### **Expectations**

- Conceptualize projects/events to connect and partner with surrounding communities.
- Partner with individual departments for calendaring, input and recruitment referrals.
- Facilitate planning meetings per project/event.
- Manage recruitment of volunteers with a concentrated effort towards new and infrequently involved members/visitors.
- Manage operations of large events.
- Monitor operations of smaller events, with volunteer facilitators.
- Evaluate, with specific measurement, event outcomes.

### **Performance Measurement:**

Department outcome to which the following data is related:

- Number of outreach activities and level of participation in the activities
- Documented engagement of new members in activities of the congregation

**Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; sit; reach with hands and arms; hear and punch keys on a phone or keyboard. The employee may be required to lift and /or move up to 30 pounds.

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