

701 24 ½ Road
Grand Junction, CO 81505
970-241-9692
www.riveroflifegj.com

February 2020

Job Description for Outreach Coordinator

This ministry position is a 4 hour per week paid ministry (up to 16 hours per month). Scheduling of hours will require flexibility, with ability to work from church and home. Some weeks will require more hours than others.

The Outreach Coordinator's primary duty is to create opportunity for ROL to engage people of the Grand Valley. The purpose of this position is to help River of Life conduct ministry of multiplication (outward focus) in the Grand Valley. The goal of our outreach is to bring Christ's living water to those in our community...friends and relatives, the marginalized, internationals, etc. The coordinator will create 1-2 off-campus service or evangelism opportunities per month for Journey Groups or ROL attendees. This person will report to the Lead Pastor. The coordinator must be a strong and growing disciple of Jesus who has a heart for equipping the church, can clearly communicate the church's mission and ministry vision, is well connected in the area and has a heart for the lost.

How to apply:

Please submit the following: ROL employment application, 1-page testimony, resume.

Application Deadline: March 22, 2020.

Tasks:

- Develop, organize, oversee 1-2 outreach opportunities per month
- Stay well connected with existing organizations (both Christian and non-Christian)
- Work with Lead Pastor and Associate Pastor in the organization of events

Responsibilities:

1. Recruit, develop and lead a volunteer, creative brainstorming team who will help create a list of potential outreach opportunities.
2. Develop relationships with existing community organizations, both Christian and non-Christian.
3. Schedule, plan and execute 1-2 outreach opportunities per month. These outreach opportunities are to be primarily off campus and tie into ROL's mission, vision and values. In the beginning, these outreach opportunities will likely be working with existing connections, but as this develops, we may create/initiate our own ministries. The Outreach Coordinator will attend and lead outreaches.
4. Work a minimum of 3-4 months ahead on planning and scheduling outreaches.
5. Communicate and work with office staff for scheduling of outreach ministry.

6. Work with the Communication Assistant and Associate Pastor for communication of and administration of the event in a well-executed, professional manner.
7. As needed, prepare teams for ministry (i.e. cultural training, expectations, skills, evangelism, etc.)
8. Attend Monday morning staff meeting once per month.

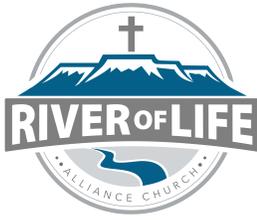
River of Life Outreach Coordinator Qualifications

Required Qualifications:

1. Testimony of faith as a follower of Jesus.
2. Demonstrated ability to work well with others and has experience leading staff and/or volunteer teams
3. Demonstrated administrative and leadership skills with an emphasis on attention to detail and organization.
4. Demonstrated ability to take initiative and communicate to others well.
5. Adherence to C&MA and ROL's doctrinal and positional statements.
6. Preference will be given to members of ROL. Completion of membership will be required upon successful employment.
7. Preference will be given to someone who has experience in community outreach and demonstrates personal outreach.
8. Flexible schedule is required.

Respectfully submitted,

Brian Wiggins
River of Life Alliance Church



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EMPLOYMENT APPLICATION

Date: _____

Name _____ Social Security Number _____

Address: _____ City _____ State: _____ Zip _____

Telephone: cell _____ home _____ E-mail: _____

Length of time at address listed above: _____

Position desired: _____ Date available to start: _____

What hours and days are you available to work?

Are you legally eligible to work in the United States? Yes No
(Proof of eligibility will be required upon offer of employment)

Are you over the age of 18? Yes No
(If no, you may be required to provide authorization from a parent or guardian)

Have you ever applied to, or worked for, River of Life Alliance Church before?
If yes, please give date: _____ Yes No

Educational Background

	Name/Location of School	Year Graduated	Degree	Areas of Concentration
High School				
College				
Other				

Employment History
(Please begin with most recent)

Employment Date (s)	Employer & Supervisor's Name	Address & Telephone Number	Job Title & Primary Responsibilities	Reason for Leaving

May we contact the employers listed above? Yes No

Please list any additional education, training, or skills that qualify you for the position to which you are applying.

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest?

Yes* No

*If "yes," please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application.

Church Activity

Please list the churches you have attended over the past five years.

Church Name	Address/Location	Telephone Number	Date(s) Attended

What has been your most recent involvement in your church?

References

Please list three references (not related to you) that we may contact.

Name	Address and Telephone Number	Years Known/Relationship

Please explain your **testimony** of faith in Jesus Christ as Lord and Savior and describe how your day to day faith impacts your lifestyle.

Non-Discrimination Statement

River of Life Alliance Church does not discriminate against job applicants or employees based on race, color, national origin, gender, disability, age, or veteran status.

Employment At Will

Employment with River of Life Alliance Church is “at will” and not by contract either express or implied. This means that if you become employed at River of Life Alliance Church, both you and the church are free to terminate the employment relationship at any time and for any legal reason.

Certification and Release

By signing this job application, I certify that all the information I have provided is true and accurate to the best of my knowledge, and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give River of Life Alliance Church permission to contact my previous or current employers, references, schools, and others concerning the statements in this application, and I hereby release all parties involved from any liability because of such contact.

I understand that if offered a position with River of Life Alliance Church, I may be required to submit to a pre-employment medical examination, drug screening, and/or criminal background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests will result in withdrawal of an employment offer or, if already employed, termination of employment.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date