

**THE VINEYARD CHURCH
JOB DESCRIPTION**

TITLE: Coordinator of Outreach & Events (part-time)

FLSA: Hourly

SUMMARY

The Coordinator of Outreach & Events is a part-time, hourly position that will assist the Pastor of Outreach & Missions in planning and executing local and regional outreach ministries and church missions' events. This position will also coach and shepherd volunteer leaders, assist with ministry needs that arise within our church body, and help coordinate some aspects of ministry at the Vineyard Community Center.

ESSENTIAL FUNCTIONS

- 1. Maintain a vital relationship with Jesus Christ.**

- 2. Manage and create local and regional outreach ministry opportunities for The Vineyard Church by:**
 - Coordinating and planning of Vineyard local outreach events, including, but not limited to: a spring outreach, summer all-church outreach, and a Christmas outreach.
 - Recruiting volunteers for leadership for local outreach events and empowering them to succeed in their tasks.
 - Developing relationships with key leaders throughout our community in order to facilitate helpful outreach efforts, as well as identify authentic needs in our area.
 - Coordinating special events related to missions and outreach, including managing the logistics of such events, coordinating volunteer helpers, and assisting with the budget.
 - Helping to facilitate creative outreach ministry opportunities for smaller teams or groups in the church.

- 3. Assist with ministry at the Vineyard Community Center ("the Center") by:**
 - Coordinating healthy snacks and meals for kids and families at the Center, as well as recruiting and shepherding kitchen volunteers.
 - Working alongside other Community Center staff to facilitate ministry at the Center, including helping to coordinate larger events, field trips, and family experiences.
 - Other duties as assigned.

OTHER FUNCTIONS

- 4. Participates in staff-related office functions by:**
 - Attending and participating in staff meetings.
 - Participating in and staffing Team Vineyard events.
 - Meeting regularly with the Pastor of Missions & Outreach.

