

Community Outreach Admin

Our mission is to help as many people as possible become totally committed to Jesus Christ

Primary Description:

The Community Outreach Admin is responsible for a multitude of tasks that provide the day-to-day administrative operations of the department. These tasks include supplying support for the many Community Outreach events including: Women's Shelter Visits, Care Center Visits, I- Help, Food Pantry, Clothes Closet, Monthly Projects, and other special events during the year. The coordinator provides the Community Outreach Director with administrative support including communications needs and scheduling appointments.

Status: Part Time (29 hours / week)

Lines of Accountability: Community Outreach Director

Ministry Responsibilities:

1. Administrative Support

- Create Monthly Calendar
- Create Annual Calendar/ update periodically
- Add all events to calendar on CCB
- Assist with follow-up phone calls
- Update CCB with new volunteers
- Organize/follow up with items in the COM Outreach Booth Box
- Create Weekly Work List
- Advisory/Benevolence & Hope Meeting Coordination
 - Room reservations
 - Updated Budget/make copies
 - Agenda/make copies
 - Room set-up/Room clean up
 - Take meeting minutes
 - Send out meeting minutes

2. Compose and Deliver Weekly/Monthly Communications

- Weekly group-wide email
- Weekly web post
- Any thank you notes that need to be written
- Send reminders for I-Help, Women's Shelter Visits, Care Center Visit, Benevolence & Hope Meeting and COM Outreach Advisory Team Meeting
- Email/Send hard copy of Welcome to COM Outreach letter

3. Benevolence & Hope Duties

- Receive applications
- Scan applications
- Email Benevolence & Hope team members, attaching scanned application
- Follow-up for decision from team members
- Purchase appropriate items (ie: gas cards, food cards, bus passes)
- Log Cards/Name of Recipient in Log Book
- Call recipient to notify acceptance

4. Events Coordination

- Create sign up sheets
- Enter participants in event in CCB
- Email reminder a few days before
- Nametags and sign in sheet at every event
- Thank You's to those who showed up

5. Financial Responsibilities

- Subtract monthly expenses from appropriate budget sheet
- Fill out purple sheets
- Copy & file purple sheets and receipts once purple sheets have been signed
- Turn in original purple sheet & receipt to Nancy for payment
- Copy and keep Credit Cards receipts/ Match up to Monthly bill

6. Publicity

- Fill out Ministry Publicity Forms
- Compose bulletin announcement and attach it to Ministry Publicity Form
- Verify that all events are on the public calendar so they will get in the bulletin

Therefore, since we are receiving a kingdom that cannot be shaken, let us be thankful, and so serve God acceptably with reverence and awe!

(Hebrews 12:28)