

## LOCAL OUTREACH MANAGER

### GENERAL DESCRIPTION

The Local Outreach Manager works alongside the Outreach and Events Director to organize and execute all local Outreach projects at Rock Point. The Local Outreach Manager works with partners to develop more opportunities for Rock Point attendees to engage in local outreach. This position will coordinate with other staff and leaders to provide opportunities for engagement across all Rock Point ministries.

**Classification:** Non-exempt, Hourly // **Status:** Part-time (28 hours) // **Team:** Connections // **Supervisor:** Sharon Johnson, Outreach and Events Director // **Lead Supervisor:** Tammy Gray, Lead Director of Connections

### WORK SCHEDULE:

- 28 hours per week, weekends as required, flexible during the week based on project schedule.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Serve as outreach contact both with local outreach partners and organizations, as well as the Rock Point community.
- Work to maintain existing partnerships and grow opportunities for local outreach.
- Ensure maximization of outreach efforts throughout Rock Point KIDS, YTH, YA and Adult Ministries, and serve as their primary outreach contact.
- Ensure coordination of the communications, collection, organization, storage, and delivery for all Rock Point donation drives.
- Work with Outreach & Events Administrative Assistant, including but not limited to creating events in database system, manage enrollment, volunteer communication, and calendaring.
- Gain, train and retain volunteers to lead, set up, manage, and take down events, with appropriate levels of leadership.
- Timely communicate and coordinate with staff, leaders, and volunteers effectively to ensure highly successful initiatives and events.
- Organize, maintain, and purchase supplies required for Outreach initiatives.
- Work with the Outreach and Events Director to develop, monitor, and maintain local outreach budgets.

## COMPETENCIES

To perform the job successfully, the individual should demonstrate the following:

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Change Management - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.
- Ethics - Treats people with respect; inspires the trust of others; works with integrity and ethically.
- Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

## REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)
- Minimum of 1 year managing staff and/or volunteer teams.
- Project management experience.
- High School Diploma or GED
- Proficient with computers, including internet, email and Microsoft Office.

## PREFERRED REQUIREMENTS

- Minimum 3 years managing staff and/or volunteer teams.
- Multi-tasking capabilities
- Previous experience with Church Community Builder or other data management system

## PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some moderate lifting (up to 50 pounds).

## PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life;
- Model biblical commitment and become a covenant member of Rock Point Church;
- Model biblical family life before the body and regularly attend worship service with your family;
- Model biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model biblical community; and
- Model biblical generosity and financially support Rock Point Church.