

# MYERS PARK PRESBYTERIAN CHURCH

## JOB DESCRIPTION

### OUTREACH ASSISTANT

**Department:** Outreach  
**Reports to:** Director of Outreach  
**FLSA Status:** PT Non-Exempt / 16 hours per week  
**Revised Date:** September 2020  
**Group:** 3

#### **POSITION SUMMARY:**

The Outreach Assistant provides administrative support to internal and external ministry partners and staff team, serving as a primary contact and communicator on behalf of the Outreach Department.

#### **QUALIFICATIONS:**

Bachelor's Degree in relevant field or the equivalent combination of education and experience. Computer knowledge – Microsoft Office suite, internet and database concepts and experience. Committed follower of Christ and evidence of personal discipleship.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- ✓ Coordinates and arranges meetings, prepares agendas and meeting packets, reserves and prepares facilities (includes eSpace, room set-ups, food, and audio-visual requests), and maintains minutes of meetings of Outreach Council, Outreach Funding Team and Outreach team.
- ✓ Prepares monthly, weekly and annual financial reports.
- ✓ Updates communications tools to share information with the congregation about discipleship opportunities and news, including but not limited to biweekly newsletter, weekly churchwide newsletter, website, social media, and more.
- ✓ Acts as Outreach Event Coordinator, regarding spaces and resources for different ministries and Outreach events.
- ✓ Supports communication and planning with internal partners such as Presbyterian Women, Sprouts, Mission Kids, Youth Ministry, and more.
- ✓ Maintains internal database (Arena) records regarding Outreach events and participation.
- ✓ Works with the Assistant Director of Outreach to provide strategic and operational support of Partner Disciple Leaders to recruit disciples.
- ✓ Designs opportunities to evaluate and celebrate the work that Ministry Teams have done throughout the year.
- ✓ Performs other duties as assigned by the Director of Outreach.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ✓ Ability to work both independently and collaboratively within a team
- ✓ Ability to establish and maintain positive working relationships
- ✓ Ability to accept and relate to a wide variety of people demonstrating compassion and love
- ✓ Ability to communicate through verbal, written, and electronic means
- ✓ Ability to plan, organize, and coordinate the work of disciples and church members
- ✓ Demonstrates strong emotional stability and maturity
- ✓ Ability to maintain confidentiality
- ✓ Possess integrity and strong ethics
- ✓ Ability to anticipate and solve problems

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- ✓ Demonstrates strong organizational skills
- ✓ Ability to use Microsoft Office and internet navigators
- ✓ Ability to prepare budgets and use financial statements
- ✓ Personal qualities of integrity, credibility and a commitment to MPPC's mission

#### **PHYSICAL AND MENTAL REQUIREMENTS:**

- ✓ Physical requirements include but may not be limited to: Frequent sitting, standing, bending, stooping, and lifting up to 25 pounds; frequent handling of files, books, boxes of documents, keyboarding, operating a telephone and other office equipment.
- ✓ Mental requirements include but may not be limited to: General math functions, intermediate reading, advanced reasoning, advanced speaking ability, and advanced writing ability.
- ✓ The employee is required to be mobile throughout the building and frequently attend off-site functions.

#### **WORK ENVIRONMENT:**

- ✓ The noise level in the work environment is moderate.

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