

# **Outreach Ministries Coordinator Job Description**

This part-time position will provide leadership, guidance and direction in the following areas (this is not an exhaustive list, merely a starting place):

1. **Outreach Ministry Team:** The Outreach Ministries Coordinator will provide leadership and direction for the Outreach Ministry Team as they discern their areas of focus for the program calendar year. The coordinator will play a key role in the invitation and training of all lay members serving on the Outreach Ministry Team. Coordinator will guide and participate in First Bethel's on-going outreach/mission efforts including, but not limited to:
  - South Hills Interfaith Ministries
  - Prayer Quilt Ministry
  - Melting Pot Ministries
  - Interfaith Hospitality Network
  - Feed the Hungry
  - Angel and Mitten Trees
  - Peace for Parents
  
2. **Outreach Ministry Team Meetings:** The Coordinator will assist the Outreach Ministry Chair in developing the monthly meeting agenda as well as relaying all necessary information to the Administrative Council at its monthly meetings.
  
3. **Annual Appalachia Service Project:** This involves all contact with the ASP organization, application completion, tracking information and communication throughout the year that pertains to ASP, developing and overseeing year-round fundraising activities, , providing leadership for ASP, following through on all necessary paperwork (clearances, applications, medical forms, vehicle rentals), and coordinating with the Director of Youth Discipleship all aspects of the ASP experience.
  
4. **Mission of Peace through the Northeastern Jurisdiction of the United Methodist Church:** This involves contact with the Western Pennsylvania Conference Youth Coordinator regarding dates, application information and location of Mission of Peace trips. The coordinator will be responsible for guiding youth through the application process as well as: follow up on all necessary paperwork, coordination with youth, parents, and the Outreach Ministry Team regarding year-round fundraising for this event, and guidance for participants as they prepare a presentation to the congregation about the experience.
  
5. **Additional Responsibilities** will include, but are not limited to:
  - weekly attendance at Staff Meetings
  - coordination of all Outreach/Mission-related communications
  - work cooperatively with the First Bethel Staff
  - attend monthly Administrative Council Meetings
  
6. **Hours:** Position is based on a 10 to 15 hours per week

*First Bethel is willing to explore combining the Director of Youth Discipleship and Outreach Ministries Coordinator positions to create a single position.*

**Resumes due by Monday, November 30<sup>th</sup>**