

NORTHVIEW COMMUNITY CHURCH
JOB DESCRIPTION
Community Engagement Coordinator,
Northview Mission Campus

DEPARTMENT	Mission Campus
REPORTS TO	Campus Pastor, Northview Mission Campus
RESPONSIBLE FOR	Community Outreach
ALLOTTED HOURS	25 Hours per week
REVISED	December 2019

MINISTRY CONTEXT:

The person called to this ministry must be in agreement with Northview's confession of faith, mission, vision and core values and must have a passion for the ministry of the church. The incumbent must also have the qualifications of a Deacon, as outlined in I Timothy 3.

DESCRIPTION:

The Community Engagement Coordinator will champion Northview Mission Campus' community outreach and engagement initiatives to families in the Mission area. He/she will work to increase the church's presence in the local community by building relationships with individuals and organizations through partnering and collaborating with ministries that already serve families, here in Mission.

MINISTRY RESPONSIBILITIES:

1. Community Engagement (40%)

- a. Develop and champion local outreach strategies.
- b. Recruit, train and equip volunteer teams to engage with compassionate and/or mercy ministry initiatives.
- c. Develop and maintain relationships with civic leaders, school counselors, public officials, nonprofit leaders and other public figures.
- d. Develop appropriate partnerships between the church and the community to offer support to local agencies, and service opportunities for our congregation.
- e. Communicate regularly with Northview's Care Department with felt and observed needs of the Mission Campus.

2. Mission Kids, Kitchen Connection & Family Games Nights (50%)

- a. Participate as part of the team overseeing 'Mission Kids', 'Kitchen Connection' and 'Family Games Nights', coordinating the activities of each program, the volunteers who serve there, and the families who attend each initiative.

- b. Communicate and liaison between Northview and the families who are registered with Mission Kids, Kitchen Connection and FGN through text, phone, email.
- c. Help with pick up and drop off of children and families attending Northview initiatives (coordinate, physically participate, and organize, take attendance, help with registration, thanks, follow-up, etc.)
- d. Ensure supplies for all outreach initiatives are stocked and up to date.
- e. Coordinate, plan and manage volunteer training and appreciation for the above programs.

3. Other Duties (10%)

- a. Attend Mission Campus staff meetings
- b. Administration, coordination, evaluation of current outreach strategies.
- c. Other Duties as assigned by Campus Pastor.

QUALIFICATIONS:

- 1. Excellent organizational, written and oral communication skills.
- 2. Project management experience.
- 3. Detail oriented and committed to meeting deadlines.
- 4. Works well independently and as part of a team.
- 5. Demonstrates compassion for the poor and needy.
- 6. Experience working with the poor, the homeless community.

PERSONAL CHARACTERISTICS:

The following characteristics are considered essential for the candidate to be successful in this role:

- 1. A penchant for leadership development.
- 2. Willing to empower others to lead.
- 3. Ability to have good rapport with a wide variety of people.
- 4. Agrees doctrinally with church leadership on primary and secondary level beliefs.
- 5. Is known to have a lifestyle that honors and uplifts the name of Christ.

The incumbent must make Northview Community Church his/her home church.