

Title: Coordinator for Community Outreach

Purpose Statement: Enable Our Father's Lutheran Church to carry out its Outreach Ministry in the Rockford-Greenfield area by providing key administrative leadership, helping form and sustain partnerships, and organizing volunteer support.

Duties/Responsibilities: (In no certain order)

- *Community Outreach:*
 - Coordinate Red Cross Blood Drive
 - Foster relationship with Wright County Community Action
 - Manage Senior Meal distribution
 - Manage Emergency Food box distribution
 - Attend Rockford Chamber of Commerce meetings for collaboration
 - Collaboration with Riverworks and its programs
 - Seek opportunities for mutual service and support with Rockford-Greenfield and surrounding School Districts
 - Collaboration with Love Inc.

- *Administrative/Communications:*
 - Manage and support lay leaders and volunteers for OFLC outreach ministries
 - Manage media content: website, social media, advertising, flyers
 - Maintain records and volunteer rosters
 - Recruit volunteers from within OFLC and in the surrounding community
 - Communicate with OFLC members and community by a variety of methods
 - Provide support to other staff members and ministries, periodically
 - Provide inputs for communication to the congregation (e.g. newsletters)

- *NourishingHOPE Coordination:*
 - Operations – Coordinate distribution from and to community and congregational partners, volunteer recruitment and management, provide support to fundraising and planning activities.
 - Logistics- Management and recordkeeping for equipment and supplies, data collection and reporting to community agencies, plan and manage distribution amounts for food shipments to congregational partners.
 - Distribution- Oversee and manage volunteers for OFLC's distribution site.
 - Publicity-Create, distribute, and manage messaging and advertisement through multiple channels (web-based, social media, print, etc.).

Qualifications:

- Required Qualifications:
 - 5 years of relevant work experience
 - Effective planner and organizer, able to participate in strategy development with others
 - Excitement toward forming relationships and developed ability to navigate varying communication and conflict-management styles
 - Self-starter and results orientated
 - Be able to problem solve, evaluate efforts, and make recommendations to leadership on outreach ministries
 - Able to operate in various team environments
 - Proficient with technology (social media, photo sharing, Microsoft office, database management systems)

- Desired Experience:
 - Previous work in a Nonprofit organization
 - Participate regularly or have had previous experience in a community of faith

Working Conditions:

- Where: Focus on site/office, with flexibility to work remotely
- Hours: 25 hours/week, project based with flexibility
- Reporting structure: Direct report to the Pastor, with oversight by Council.

For questions about, or to be considered for this position, please submit a cover letter and resume with email and phone contact information to Pastor Aaron Fuller at pastoraaron@ourfatherschurch.org.

