



## JOB DESCRIPTION

**Position Title:** Global Outreach Coordinator

**Reports To:** Director of Global Outreach

**Campus:** Mesa

**Status:** Part-time

**Schedule:** 28 hours (M-Th)

**Position Summary:** The Global Outreach (GO) Coordinator oversees two key areas in the Global Outreach department: administrative and organizational support to the Global Outreach Team and also Promotion activities. This position requires a wide range of computer, administrative and clerical duties. The GO Coordinator is also a key member of the Global Outreach team, and as such, should be proactive, integrated, inclusive, and excited about the vision we are striving for and the activities that will take us there.

In all areas, the GO Coordinator should be positive and supportive of the Core Values and Vision of Central Christian Church. This position is connected to the faith and ministry of the church and moves forward the vision of Central Christian Church.

### General Responsibilities:

#### ➤ Global Outreach Staff

- Attend weekly staff meetings. Participate in discussions and be an active team member.
- Represent Global Outreach well in interactions with servant ministers, field workers, partner organizations, other Central staff, Central congregants, and the general public.
- Be knowledgeable of Global Outreach goals, programs, and opportunities.
- Embrace and participate in Global Outreach's mantra of raising up servant ministers, equipping them well, empowering them to act, and investing in their continued success.

#### ➤ Servant Minister Encourager

- Encourage and lift up our servant ministers.
- As needed and assigned, assist in training servant ministers in Global Outreach tasks and procedures.

### Administrative Responsibilities:

#### ➤ Office Duties

- Submit work orders for repairs or supplies for the Global Outreach office.
- Collect and distribute mail for Global Outreach staff.
- Assist in photocopying and shredding tasks as needed for Global Outreach staff and servant ministers.

#### ➤ New Servant Minister Applications for Global Outreach

- Review applications, background checks, and references.
- Confirm mandated reporting, minors training, and applicant's picture.

#### ➤ Monitor Servant Minister Application Tracker (SMAT) report

- Research any entries and complete any outstanding requirements.

- For Servant Ministers applying to serve and who are in need of an application, background check, complete mandated reporting, submitting a picture or anything else, send them a link to what they are in need of.
- Check connection with all five campuses and make sure tag is correct.
- For incomplete entries, follow up multiple times via phone and email at various times of day. Note follow-up attempts in ROCK.
- Correct inaccurate submissions in ROCK as they are discovered.
- **Shelby**
  - Fill out check requests.
  - Complete Global Outreach credit card statements.
  - Calculate and submit mileage reimbursements for Global Outreach staff.
  - Monitor the monthly expense report for Global Outreach. Communicate the details to the Director of Global Outreach.
  - Assist the Global Outreach staff with budget research requests.
- **Service U**
  - Schedule all staff meetings outside the Global Outreach office.
  - Schedule all vans used by Global Outreach, including staff and servant ministers.
  - Schedule rooms for trip leaders for trainings, celebrations, and other functions related to trips.

#### **Promotion Responsibilities:**

- **Promotion**
  - Find creative and continual ways to promote Global Outreach efforts among the Central Christian Church congregation and ministry areas. This includes – but is not limited to – videos, slides, My Stories, Presider announcements, Central blogs, backlits, and lobby literature.
  - Oversee Global Outreach Impressions in the lobby of each campus. Coordinate with First Impressions and Starting Point. Maintain the Global Outreach nook at the Mesa campus and ensure staffing for each service there. Servant Minister help is sufficient.
  - Act as the Global Outreach liaison to both the Central Creative Team and the Central First Impressions Team.
  - Maintain the Global Outreach website. Keep content current and relevant.
  - Monitor and promote Global Outreach activities on social media forums.
  - Participate by writing and submitting articles/posts for the GO Messenger, the Central blog, and other social media outlets.
  - Learn and observe restrictions to preserve security for field workers.
  - Represent yourself, the Global Outreach department, and Central appropriately in your on-line social media activities.
  - Assist the Events Coordinator with events promotion.
  - Report regularly to the Global Outreach team on Promotion activities.
- **GO Messenger**
  - Oversee the production of the GO Messenger so that it is submitted upon the designated time.
  - Coordinate the submission of the feature story. This may come from a variety of sources.
  - Research Global Activities for the Calendar. Ensure all upcoming events are advertised.
  - Find appropriate Ministry Spotlight to feature.
  - Ensure formatting is correct and the digital production looks good, both on a computer and on a mobile device.
  - Send GO Messenger to distribution list. Keep distribution list current, including adding and deleting names who desire/no longer desire to receive the GO Messenger.

- Monitor read statistics on the GO Messenger.

**Knowledge, Skills and Experience:**

- Must have working knowledge of Microsoft Office, specifically Outlook, Word, Excel, OneNote. Experience with a publishing program (like Publisher) is a bonus.
- Must have experience with social media forums such as Facebook, Twitter, and Instagram.
- Must be capable of learning and managing a website, in conjunction with the Creative team.
- Must be capable of learning and managing database systems (i.e. ROCK, Shelby, ServiceU).
- Must have strong organizational skills.
- Must have the ability to work with multiple parties to accomplish tasks.
- Must be capable of recruiting and training others.

**Personal Expectations:**

- Must align with the vision and values of Central Christian Church and be committed to doing Central no harm.
- Expected to be continually growing in your personal relationship with Jesus.
- Expected to be continually growing in your personal development. This includes reading one book per quarter on approved topics and submitting a book report.

**Staff Expectations:**

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Employee Handbook.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active Owner at Central Christian Church, making every effort to uphold the six core values of Central.

**Physical Requirements:**

While performing the duties of this job, the employee is required to stand, walk, sit; use hands to finger handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift, carry, push, and pull objects weighing up to twenty pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.