



## JOB DESCRIPTION

**Position Title:** Global Outreach Coordinator

**Reports To:** Director of Global Outreach

**Campus:** Mesa

**Status:** Part-time, Non-Exempt

**Schedule:** 24 hours/week

**Position Summary:** The Global Outreach (GO) Coordinator oversees a number of key areas in the Global Outreach department: Connection and Integration of people into Global Outreach ministry areas, the oversight of the Discovery ministry area, oversight of the GlobalLink ministry area, and Global Outreach Servant Minister appreciation activities. 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.

**This position is connected to the faith and ministry of the church and moves forward the vision of Central Christian Church.**

### 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.
  
- **Connection and Integration**
  - Connection and Integration is the effort to first plug people into Global Outreach ministry areas, and then to encourage people from initial participation towards committed engagement.
  - 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 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.
  
- **Champion KPI's and Team Alignment**
  - Monitor Global Outreach's Key Performance Indicator (KPI) for Momentum. Report to the GO team the overall progress.
  - Align Global Outreach team by providing coordination and accountability for the GO team to the KPI effort.
  - Connect with people who are being monitored via the Momentum KPI. Assist the GO team in sharing information and encouraging further progress for people being monitored in the KPI.

- **Discovery Ministry Area**
  - The purpose of the Discovery ministry area is to increase peoples' awareness, education, and understanding of God's heart for the Nations and our individual roles in obeying the Great Commission. It is also to expose people to the different ministry area activities within the Global Outreach department.
  - Responsible for integrating people into serving with Global Outreach.
  - Develop curriculum around Global education and awareness (Discovery). This will vary according to audience, including CSM, Life Groups, trip training, refugee resettlement, etc.
  - Promote Discovery events and classes. When hosted by Central, assist the Events staff member with the planning and implementation.
  
- **PathWays**
  - Promote PathWays at Central.
  - Raise up Servant Ministers to help Pathways run optimally.
  - Work side by side with PathWays facilitators to coordinator curriculum, promotion, location reservation and other logistical details.
  
- **GlobalLink Ministry Area**
  - The GlobalLink ministry area exists to connect people State-side to the field workers supported by Central. This includes individuals, ministry teams, and life groups.
  - UpTeam Prayer Book – Contact field workers 30 days in advance of required responses, compile and print requests, bind UpTeam Prayer books, and distribute to each campus. Collect and destroy old copies. Work with prayer coordinators at each campus.
  - Champion curriculum development for individuals and life groups as they adopt a field worker. Materials include worker profiles, expectations, communication tips, and security concerns.
  - Maintain communication with life group leaders who have adopted field workers. Check on progress and give support/coaching.
  - Assist the Global Outreach Directors with other GlobalLink duties, including quarterly meetings with the GlobalLink team and hosting field workers on HMA.
  
- **Servant Minister Appreciation**
  - Help the Global Outreach team make sure we are caring well for our servant ministers, including vision-casting, adequate communication of Global Outreach activities and expectations, and thank you notes.
  - Plan at least one event per year where Global Outreach servant ministers are recognized, thanked, and treated.
  
- **Other duties as assigned**

**Knowledge, Skills and Experience:**

- Excellent written and verbal communication skills.
- Strong organizational and administrative skills.
- Working knowledge of Microsoft Office, specifically Outlook, Word, Excel, OneNote.
- Knowledgeable and experience with of social media platforms.
- Experience with graphic design and creative software such as Adobe Photoshop, or similar.
- Capable of learning and managing database systems (i.e. ROCK, ShelbyNext).

**Competencies:**

- Action Oriented. Proactively take action on challenges, identify new opportunities, maintain a positive attitude in good and bad times, and step up to handle tough situations.
- Communicate effectively. Provide timely and helpful information to others, encourage ideas and opinions, and utilize a variety of communication settings/styles.
- Attract and Develop talent. Capable of recruiting and training others.
- Build effective teams. Create a feeling of belonging, include diversity of perspectives and experiences, and establish a shared mindset.
- Drives vision and purpose. Articulate a compelling and inspired vision of serving in Global Outreach.
- Drive engagement. Create a positive and motivating working environment, know what motivates people to engage, help people feel their contribution is visible and valued.
- Collaborate. Work cooperatively with others to achieve shared objectives, partner with others to get work done, gain trust and support of others.

**Role model in personal life:**

- Must align with the vision and values of Central Christian Church and be committed to doing Central no harm.
- Growing in your personal relationship with Jesus.
- Develop personal evangelism opportunities within and outside the Church.
- Growing in your personal development. This includes reading at least one book per quarter on approved topics and submitting a book report.

**Model Biblical integrity in all things:**

- 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 mission and 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-five 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.