

Outreach Coordinator Position Description

Trinity United Parish (Briggsville and Moundville United Methodist Churches) is seeking to hire a part time Outreach Coordinator. The Outreach Coordinator will be responsible for:

- Maintaining a social media presence for the churches and implementing creative ways to tell the churches' story on social media and other media;
- Engaging in a process of listening to the needs of the community through individual interviews, demographic studies, and connecting to local organizations;
- Working with a group/groups of people from the churches to implement outreach/mission based on needs discovered in the community.

The ideal candidate for this position will have a passion for seeing others grow in faith, and an affinity with the values and beliefs of a United Methodist congregation.

Preferred Qualifications:

- Excellent relational skills and the ability to develop personal and community connections
- Experience in recruitment/leading of volunteers
- Excellent written, oral, and interpersonal communication skills
- Highly developed listening skills
- Proficiency with Social Media and promotional tools as a means of outreach to the community
- Proficiency in Microsoft Excel and Word

This position is 15-20 hours a week and requires flexible hours, including occasional weeknights and attending services on at least two Sundays per month. The rate of pay is \$15/hour with some mileage reimbursement; this position is not eligible for benefits.