

# Outreach Director Job Description

## COLLEGE PARK UNITED METHODIST CHURCH

**College Park United Methodist Church announces a part-time 25 hours per week salaried opening for the position of Director of Outreach Ministry for immediate hire.**

About College Park United Methodist Church:

College Park United Methodist Church is a historic church in the heart of Orlando that is growing and changing in new ways. Seated in a prime location for neighborhood hustle and bustle, we are dedicated to immersing ourselves in the culture of college park and the greater Orlando area and serving our neighbors with compassion and heart, following Christ's example. Our mission, *to create loving space where ALL belong*, is one we take seriously, as inclusion and love are both preached and practiced daily.

College Park United Methodist Church is looking for someone to fill the position of Outreach Director. The ideal candidate will be passionate about their love for Jesus and the church, aligning with the mission of this church and the United Methodist Church's main mission, *to make disciples of Jesus Christ for the transformation of the world*. They should possess a warm, engaging, hospitable personality, and a passion for spreading the word amongst the community about the amazing qualities, happenings, and opportunities that exist at College Park United.

Job Description:

The Outreach Director is responsible for the care of church members, the growth of the church, and internal/external organization of College Park United Methodist Church

- Head up all church outreach events (such as quarterly Food Truck events, Pumpkin Patch, etc.)
- Organize new membership orientation/classes (these are usually held quarterly for potential new members)
- Recruit and connect volunteers to various church ministries
- Attend meetings after hours within the community
- Participate in outreach events with local non-profits and schools
- Clearly and openly communicate announcements with the church community, including Sunday morning announcements
- Oversee our congregational care team and spend time visiting with our shut-ins, elderly, and ill members
- Support our Child Development Center (on property) by helping them with their events and connecting them with volunteers
- Using creativity and ingenuity to come up with clean, new ideas for church events and outreach opportunities
- Work closely with church and preschool staff

- Liaison for Edgewater High School Market with Second Harvest Food Bank and Fannie Hillman Real Estate

Hours, rate and benefits:

25 hours per week to start during a 90 day probationary period, with the goal to move to a full time position (35 hours per week). A specific schedule is not required, but flexibility is. Your work schedule will depend on when you are needed for meetings, events, and services.

25 hours per week at \$15 per hour (1<sup>st</sup> 90 days), expecting to increase to up to 35 hours per week

Employee discount for our CDC School (age 6 weeks to Pre-K)

Skills Required:

- Love for Jesus and the Church
- Must exhibit initiative
- Microsoft Office including Word, Excel, PowerPoint, and Publisher
- Strong people skills and a warm, friendly, approachable personality
- Excellent verbal and Communication skills
- Strong organizational skills
- Exhibit creativity and the ability to problem solve independently
- Flexible and able to handle multiple tasks
- Able to work with minimal oversight
- Social Networking Experience

Requirements:

- G.E.D. or high school diploma
- Associates Degree Preferred

If you feel like you are the right fit, we would love to consider you for this position. Please send your resume and cover letter to [office@cpumc.org](mailto:office@cpumc.org). Thanks!