



Job Description

Position: Outreach Assistant **Primary Reporting Relationship:** Pastor of Spiritual Formation
Classification: Part-Time, Non-Exempt **Secondary Reporting Relationship(s):** Connections Pastor,
Ministry Areas: Living Water, Connections, and Missions Ministries Director of Living Water
Interfaces: Church and school staff members, volunteers, church members, members of the community, and other stakeholders as identified and appropriate.

Mission: To saturate the 4-B Area with the gospel by restoring people, families, and churches.

Job Purpose: The Outreach Assistant will provide clerical and administrative support to the Living Water, Connections, and Missions ministries of the church. The goal of all support staff is to allow the ministry staff to fulfill their individual responsibilities with excellence.

Employee Profile:

- Acceptance of and agreement with the Bay Area Church and Bay Area Christian School Statement of Faith and Standard of Conduct.
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily

Major Responsibilities:

Living Water:

- Check IntakeQ for new counseling requests and relay that information to Living Water counselor
- Reserve rooms and prepare materials for Living Water classes (Sundays and Wednesdays)
- Send correspondence to Living Water counselors regarding upcoming conferences and meetings
- Coordinate travel logistics for off-site conferences and workshops including registration
- Coordinate logistics for on-site conferences and workshops
- Respond to inquiries regarding the Living Water program
- Meet with Living Water leadership weekly
- Maintain inventory of Living Water resources

Connections:

- Provide event management as it relates to connections with new members
- Organize and schedule volunteer teams utilizing the church connections software, to include: ushers, greeters, welcome center, and safety team volunteers
- Prepare Volunteer Center for Sunday services, events, and holidays
- Serve as a coordinator at the Volunteer Center on Sunday mornings to welcome volunteers, troubleshoot minor scheduling issues, and answer questions
- Maintain inventory of Connections resources
- Organize and schedule police officers for events and services

Missions:

- Provide administrative support for mission ministry needs, trips, and projects such as Blessing the Bay Area, Common Needs, 4B Area Partnerships, etc.
- Work with travel agent to procure airfare for mission trips
- Collect and organize mission trip participant information and payments
- Purchase insurance and register with the State Department for international missions

- Provide administrative support and assist with Common Needs ministry requests and logistics
- Respond to phone calls and walk-ins who ask for assistance, take information, and record it utilizing the church connections software.

Other duties as assigned for all ministry areas listed above

Required Skills and Abilities:

- High school diploma or equivalent required.
- Multi-tasking capability highly desirable
- Must be proficient with Microsoft Office programs and demonstrate ability to learn software currently in use by Bay Area Church
- Must work well as a part of a team
- Must demonstrate discretion, flexibility, and accuracy
- Membership at Bay Area Church is required

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull lift, finger objects, grasp objects, feel objects, talk, and hear. This position requires light work, which includes exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rate for light work. This position requires the employee to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

I have received, reviewed and fully understand the job description for the position of **Outreach Assistant**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I understand that this job description is not designed to contain a comprehensive list of all of the activities, duties, or responsibilities that are required of an employee for this job, and that the responsibilities and activities may change at any time with or without notice.

Employee Name _____

Date _____

Employee Signature _____