

Community Engagement Director

FLSA Status: Exempt

Reports to: Lead Pastor

FTE: Part-time (5-7 hours/wk)

Job Overview

The Community Engagement Director provides visionary leadership and administrative support in facilitating the various initiatives contained within the scope of the community engagement team. This individual is also the primary point person for community engagement related conversations with the Lead Pastor. The Community Engagement Director carries out these functions while providing a hospitable and encouraging environment for our volunteers and the neighbors we serve.

Responsibilities and Duties:

Oversee Community Engagement Initiatives and Partnerships

- Assist Lead Pastor in casting churchwide vision for community engagement
- Assist Lead Pastor in maintaining strong relationships with community partners, especially stakeholders like school principals, fellow church/ministry leaders, small business owners, and non-profit leaders
- Lead street outreach team, including logistics coordination and volunteer management
- Coordinate Sunday morning hospitality for unhoused neighbors
- Coordinate school mentorship programs and recruit volunteers
- Coordinate participation in Artwalk Gainesville
- Collaborate with Lead Pastor to identify and pursue new community engagement opportunities

Qualifications:

- Demonstrated people and teamwork skills
- Strong ability to process, prioritize, and complete tasks in a timely fashion
- Strong organization skills
- Self-motivated and able to take initiative
- Effective verbal, writing, and editorial skills; proficiency in English

- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and Google Apps (Gmail, Calendar, Drive)
- A caring attitude that exhibits the patience, love, and joy of Christ
- Ability to exercise discretion and keep confidentiality
- Prior community engagement experience desired but not required

Requirements:

- Committed to a personal, growing relationship with Jesus Christ that is marked by Christian faith, repentance, fruit of the spirit, and godly character
- Demonstrated love for our city, especially for “the least of these”
- Committed member or participant intending to become member at City Church
- Agreement with and adherence to City Church’s Statement of Faith, theological distinctives, and philosophy of ministry
- A.A., B.A., or B.S. from accredited college or university

Scheduling:

- 2-3 “core” hours per week in office (some flexibility on timing)
- The other 3-4 hours will vary week-to-week (timing and location) depending on the demands and necessities of that week’s schedule

Compensation & Benefits:

- Hourly Wage: \$16-\$18 / hr depending on experience, education, and other circumstances