

GLEN ELLYN BIBLE CHURCH

Job Description

POSITION TITLE: Local Outreach Director
REPORTS TO: Executive Pastor
CLASSIFICATION: Part-time/20 Hrs Weekly /Non-Exempt
DEPARTMENT: Adult Ministries

JOB SUMMARY:

The Local Outreach Director is responsible for providing operational and administrative oversight to facilitate the continuation of established outreach ministries, like the Care Center, serving GEBC neighbors and partnering with local organizations. Under the direct supervision of the Executive Pastor this position will be responsible for the following:

OBJECTIVES/PURPOSE:

Lead the congregation by running the Care Center and spearhead our work with local outreach partnerships

ESSENTIAL DUTIES/RESPONSIBILITIES:

General

- Manage and oversee the established and growing partnerships with local outreach ministries, helping to drive forward the areas of GEBC involvement in the community
 - Lead and organize the work of the Care Center, equipping the Core Leadership Team, and mobilizing volunteers
 - Devote special attention to the coat drive and coat sale
 - Place and acquire monthly orders of groceries through Northern IL Food Bank and other suppliers
 - Manage budget to maximize impact in current operations and long-term projects
 - Collaborate with GEBC programming staff (including Children's, Student, and Adults Ministries) to provide meaningful opportunities for church-wide integration in the Caregiving Center and outreach ministries
 - Work with select local nonprofits to develop long term partnerships opportunities that provide local expressions of our core areas of interest
 - Oversee and execute promotional calendar and events
-

QUALIFICATIONS:

| | |
|--------------------------------|---|
| Education/Certification | Proven experience in systems and compassion ministry |
| Required Knowledge | Computer savvy, familiar with Google Suite, Canva, spreadsheets and word processing |
| Experience Required | Two years non-profit leadership experience preferred |
| Skills/Abilities | Excellent leadership, administrative, organizational, and communication skills |