

Sanlando United Methodist Church
Position Description

Title:	Director of Outreach
Reports To:	Pastor and works with Service
Schedule:	15-20 hours per week, could possibly develop into a full-time position in the future
Position Description <i>This section should be one to two sentences</i>	Develop and implement strategies to help facilitate SUMC as an Externally Focused Church. Needs to know in detail the book: "Externally Focused Church"
Essential Duties & Responsibilities: <i>This section is for listing the tasks through which the employee meets the responsibilities</i>	<ul style="list-style-type: none"> ▪ Be motivated and excited about increasing the number of church members participating in/and getting joy out of giving back to their community ▪ Represent Sanlando UMC in church and community ▪ Thorough understanding of Externally Focused Church objectives and able to facilitate classes in same ▪ Excellent communication skills, both written and verbal ▪ Research, identify, and build partnerships with community organizations, including schools, law enforcement, social service organizations, other faith-based organizations or churches ▪ Communicate effectively with diverse business and community partners ▪ Comfortable speaking and presenting to large and small groups ▪ Comfortable using a variety of communication tools – computer, internet/e-mail and phone ▪ Able to develop a leadership plan ▪ Attend district training opportunities so as to make contact with other agencies ▪ Attend Sanlando's outreach events i.e. Festivals, Concerts, Pumpkin Patch, etc. and devise new ways to attract new members to Sanlando
Job Qualifications: <i>These should be related to the job not the person performing the job</i>	<ul style="list-style-type: none"> ▪ Member of Sanlando UMC ▪ A heart to serve God through service to others ▪ Desire to implement Sanlando UMC's outreach goals ▪ Ability to work independently and as a team player in a church environment ▪ Understand and manage a program budget ▪ Background in social work and/or non-profit organizations ▪ Be available to work a flexible schedule ▪ Grant writing experience would be helpful ▪ Bachelor's Degree preferred