

# SERVING *at* NORTHEAST

## OUTREACH (LOVE WHERE YOU LIVE) – ADMIN SUPPORT

### VISION & ROLE

Love Where You Live (LWYL) is a local nonprofit organization with a mission to connect volunteers to neighbors in need, so that they might share Jesus with them. LWYL helps with tasks like yardwork and minor home repairs while also offering to pray with people. The LWYL Coordinator supports this ministry by working with Northeast staff to promote opportunities to serve, organize volunteers, and perform other administrative tasks.

### CORE RESPONSIBILITIES

- Assist with admin tasks to support Northeast's involvement with LWYL
- Organize and maintain admin records for Northeast's participation in LWYL
- Research and secure logistics for LWYL (supplies, transportation, meals, etc.)
- Attend monthly LWYL meetings as needed

### QUALIFICATIONS

- A servant's heart and teachable spirit
- Positive, friendly attitude
- Professional demeanor
- Able to represent the church in grace and love
- Admin and computer skills (MS Word, Excel, PowerPoint, etc.)
- Willing to serve for variable amounts of time on an as-needed basis

### WORKS ALONGSIDE

Eric Wilbur, *Love Where You Live Board Chairman*

Carrie Apodaca, *Outreach Director*

LWYL Team

LWYL Volunteers

