

SERVING *at* NORTHEAST

OUTREACH – LOCAL OUTREACH SUPPORT & ADMIN

VISION & ROLE

The mission of the Local Outreach Support volunteer is to assist with Northeast's local outreach efforts to spread the message of Christ through acts of service. Support volunteers help the Outreach Director plan, coordinate, and execute local outreach initiatives. This position is well-suited for someone with a heart to reach others in their community and gifts of administration or evangelism.

CORE RESPONSIBILITIES

- Help coordinate monthly activities calendar
- Assist with Outreach communications
- Pray for Local Outreach activities, impact, and future opportunities
- Help with event planning and execution
- Maintain monthly communication with local partners
- Attend Outreach Support meetings as needed

QUALIFICATIONS

- A follower of Jesus Christ and pursuing relationship with Him
- A servant's heart and a teachable spirit
- A positive, friendly attitude and a professional demeanor
- Able to represent the church in grace and love
- Communication skills
- Administrative and computer skills (MS Word, Excel, PowerPoint, etc.)
- Willing to serve weekly or every other week as needed

WORKS ALONGSIDE

Carrie Apodaca, *Outreach Director*
Northeast Outreach Volunteers
Other Partnering Outreach Ministries

