

**Idlewild Presbyterian Church**  
**Outreach Coordinator Job Description**

**Position Title:** Outreach Coordinator

**Position:** Part-time, 30 hours per week. Some evening and weekend work required.

**Primary Function:** The Outreach Coordinator serves as advisor, facilitator and theological support to the many varied outreach programs of Idlewild Presbyterian Church.

**Essential Functions:**

- Serve as staff liaison to the Outreach Leadership Team (OLT).
- Along with the More Than a Meal (MTAM) committee, take a leadership role in the weekly MTAM program for the less fortunate in our community: prepare and lead the worship service, assist the MTAM team and counsel guests.
- Support all outreach committees and groups; attend meetings and events as time allows. This includes tutoring, backpacks for children, gardens and legal clinics.
- Spend time with individuals seeking assistance and church members seeking advice.
- Oversee the funds used to support individuals seeking assistance and, with clergy staff and OLT, determine policies about amount and frequency of assistance, emergency requests and types of assistance (e.g., cash, shelter vouchers, bus tickets, food vouchers, gas cards).
- Equip and support the Hospitality Team to handle immediate needs that arise before and during worship services.
- Grow and support the Compassion Collection.
- Coordinate the system for pastoral referrals for counseling.
- Understand the history and mission of Idlewild's international outreach projects. Offer support and guidance.
- Be the staff liaison to the Community Support team that reviews grant applications from local organizations.
- Coordinate and lead Make a Difference (M.A.D.) Camp for 4<sup>th</sup> and 5<sup>th</sup> grade children during Vacation Bible School in June.
- Recruit, train and support volunteers, as needed.
- Visit hospitalized persons including MTAM guests, outreach recipients and outreach volunteers.
- Network with local churches and agencies to keep current on available resources and programs in the Memphis community.

**Minimum Requirements:**

- Bachelor's degree.
- Demonstrated outreach experience.
- Seminary graduate or PCUSA Young Adult Volunteer preferred.
- Compassionate. Ability to counsel individuals with difficult life challenges. Ability to work and feel comfortable with a wide range of people including different faith backgrounds, physical/mental illnesses, races and socioeconomic levels.
- Skilled in advising and working with committees and volunteers.
- Experienced in organization, communication and recruiting.