Position Title: Director of Outreach Ministry

Position: Part-time, 25 hours per week. Some evening and weekend work is required.

Salary Range: $30 to $40 per hour

Job Summary: Freed by God's grace, called to be the body of Christ, Idlewild Presbyterian Church extends its hands to all in need and helps build a more just, inclusive, and welcoming community in Memphis and beyond. In support of this calling, this position will provide creative, effective, caring, and faithful servant leadership in the Outreach Ministry of Idlewild Presbyterian Church.

Essential Functions - Outreach Ministry

- Lead the Outreach Ministry and serve as the connection between the church, congregants, and the community.
- Develop and maintain knowledge of all outreach ministries of the church including international partnerships
- Serve as the liaison between clergy staff, the Outreach Leadership Team (OLT), subcommittees, the congregation, and the community.
- Support existing and encourage new outreach ministries taking a leadership role in weekly programming (e.g. More Than a Meal, Room in the Inn, MICAH, etc.)
- In collaboration with clergy staff and the OLT, oversee the strategic planning and use of ministry funds
- Manage and keep detailed monthly accounting of all Outreach Ministry budgets
- Oversee distributions of the Compassion Fund.
- Expand the reach of the Outreach Ministry by networking with local churches and agencies to stay aware of available resources and programs in the broader Memphis community
- Serve as a liaison to the Community Support Grants Committee in the awarding of grants to local organizations
- Identify opportunities and increase Idlewild youth participation in Outreach ministries through targeted coordination with the Director of Youth Ministry
- Serve as a representative of Idlewild by spending time with community members seeking assistance, church members seeking advice, outreach recipients, and outreach volunteers
- Recruit, train and support volunteers
- Other duties as assigned

Minimum Requirements:

- Bachelor's degree
- Demonstrated outreach experience
- Seminary graduate or PCUSA Adult Volunteer preferred, but not mandatory
- Demonstrated ability to display compassion and empathy when counseling individuals with difficult life challenges
- Demonstrated ability to succeed in inclusive spaces, working with a wide range of people including different faith backgrounds, physical/mental illnesses, races and socioeconomic levels
- Demonstrated ability to effectively communicate complex messages to diverse audiences
- Experience recruiting, advising, and working with committee members and volunteers
- Willingness to acquire institutional knowledge about Idlewild's past and present outreach ministries in order to create a vision for future outreach plans/projects

Interested applicants should email their resume and cover letter to
hiringcommittee@idlewildchurch.org