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| ***Job Description*** |
| **Job Title:** | **Events + Outreach MA** | **Department:** | **Powerhouse + OLC** |
| **Reports To:** | Operations Coordinator | **Effective Date:**  | 8/1/2023 |
| **Position Summary:** |
| *The Events + Outreach is an MA position for the Powerhouse + OLC ministries. They will assist the Operations Coordinator in planning and executing campus-specific events that benefit the community. They will coordinate and execute campus-specific outreaches, as well as evaluate after the events and plan for improvements moving forward.* |
| **Job Responsibilities & Duties** |
| * *Work with the Program Director and Site Directors to learn the dynamics of each campus.*
* *Work with the Site Directors to learn the needs of each campus.*
* *Work with the Operations Coordinator to plan sustainable outreach events and opportunities to benefit the Powerhouse + OLC communities.*
* *Build a team to assist in the execution of outreaches.*
* *Execute sustainable outreaches.*
* *Evaluate outreaches via 4 Helpful assessments in order to make improvements for the future outreaches.*
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| **Supervisory Responsibilities** |
| * *Dream Team involved in outreaches*
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| **Anticipated Time Commitment** |
| * *12-16 hours each week, M-Th.*
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| **Education and Experience** |
| * *High school degree or GED*
* *Willing to learn Minimum Standards*
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| **Required Skills/Abilities** |
| * *Organized*
* *Excellent leadership skills*
* *Excellent communication skills*
* *Teachable*
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| **General Expectations:** |
| * Commitment to continual growth in personal spiritual life and relationship with Christ
* Attend Tuesday Staff Prayer Meetings, All Staff Meetings, “All Hands On Deck” Events
* “Serve One and Attend One” at weekly Oaks Church Sunday services.
* Support the vision, values and ministry of Oaks Church through tithing, serving, etc.
* Proactive thinking and willing to learn and train others
* Model a Godly life for volunteers
* Be teachable with a humble and submissive attitude
* Maintain all information confidential (about staff, projects, property, members, etc.)
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| **FLSA Status: *(HR use only)*** |