|  |  |  |  |
| --- | --- | --- | --- |
| ***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.* | | | |
| **Supervisory Responsibilities** | | | |
| * *Dream Team involved in outreaches* | | | |
| **Anticipated Time Commitment** | | | |
| * *12-16 hours each week, M-Th.* | | | |
| **Education and Experience** | | | |
| * *High school degree or GED* * *Willing to learn Minimum Standards* | | | |
| **Required Skills/Abilities** | | | |
| * *Organized* * *Excellent leadership skills* * *Excellent communication skills* * *Teachable* | | | |
| **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.) | | | |
| **FLSA Status: *(HR use only)*** | | | |