

Local Outreach Coordinator

Helping People find and follow Jesus Christ

If you have a passion for helping people and enjoy working with a fun ministry team, then Fellowship Bible Church is the place for you! We are looking for an individual who can mobilize the church by giving them opportunities to serve and help people find and follow Jesus Christ among their neighborhoods and city. Our ideal new team member is a leader, loves people and building relationships, a great communicator and is organized.

Who We Are

In 1997, God began a new work in Topeka through a few families from Topeka Bible Church. At that time, the Fellowship family met in various school auditoriums. In 2000, 70 people sacrificed to build the previous facility at 17th and Indian Hills. Eight years later, Fellowship built again and we are in the current facility at 10th and Urish. Fellowship's mission is to help people find and follow Jesus Christ, our vision is to see transformed lives leaving a godly legacy, and our values are God, His Word, and people.

Work Environment

This is a full-time position working 40 hours per week. We are flexible (one day off Monday-Friday), and the employee must be available for ministry work outside of 9:00 a.m.–5:00 p.m., Monday—Friday. Ten (10) weekends away are allowed during the calendar year.

Benefits

- BCBS health and dental insurance; employee only 100% paid by Fellowship
- 9 paid holidays
- PTO

A Day in the Life of the Local Outreach Coordinator

- Work collaboratively with Outreach Team Lead, Outreach Stewardship Team, Local Outreach Team Leaders, Global Outreach Team and Local Ministry Partners to develop and implement ministry functions.
- Provide a holistic approach to local outreach for our church including relief opportunities, mentoring, justice initiatives and community development.
- Foster deep and diverse relationships and partnerships with churches within Shawnee County.
- Discover, develop and deploy leaders to lead in all local outreach ministry opportunities.
- Develop systems for the involvement of lay leaders in ministry that is simple, progressive, intuitive, and clear.
- Point of contact for local outreach initiatives including: Training, events, partnerships and financial stewardship.
- Design effective plans to meet the objectives and strategies as developed in collaboration with the Outreach Team Lead.
- Arrange, organize, and set time frames for outreach opportunities locally.
- Nurture deep relationships with our local ministry partners for our financial support and for investment of ministry volunteers.
- Be responsible for maintaining current opportunities, as well as proposing new opportunities for service to the Outreach Team Lead.
- Formalize training for all of our local, short-term, and long-term outreach initiatives.

Local Outreach Coordinator Attributes and Skills

- Ability to network and build partnerships among diverse ministries, churches, organizations and people within Shawnee County.
- Ability to mobilize the church to help people find and follow Jesus Christ in our neighborhoods and city.
- Help shepherd the vision and coordinate initiatives with Love your Neighbor alongside the Outreach Team Lead.
- Shepherd the vision and coordinate initiatives with Love Topeka including: Sharefest, Back to School Bash and Affordable Christmas.
- Coordinate all administrative needs involving local outreach including communication with partners and budget.
- Set an example for others to follow. It is essential for someone in church leadership to be a role model and consistently walk with the Spirit.

Local Outreach Coordinator Qualifications

- 3 years of leadership and experience with Shawnee County ministries.
- Effective communicator (verbal, written, and body language).
- Successful experience leading staff and motivating teams.
- Ability to prioritize and manage their own work and the work of others to effectively and efficiently accomplish the tasks with excellence.
- Commitment to Personal Growth.