



MISSION ROLE

Local Missions Coordinator

Reporting Relationship: Responsible to the Local Missions Pastor

Role Summary: Work directly with the local missions Pastor and team to coordinate, plan, and execute the community outreach events and weekly programs. The Local Missions Coordinator has strategic relationships within the community and conducts a variety of outreach activities in addition to managing volunteers. This position supports monthly outreaches, microsite ministries, and foster youth ministry.

What you'll do:

- Collaborate and assist with the local missions team to execute, analyze, plan, and evaluate fundraising and outreach events.
- Provide administrative support for the local missions team as needed, as well as manage communications/coordination.
- Assist to plan and manage tasks, calendar, and facilities requests, etc.
- Support the department in budget management, including but not limited to managing weekly purchases, submitting purchase authorizations, collecting, and submitting receipts.
- Attend and assist community outreach events, providing quality customer service to the community.
- Assist in volunteer management as needed, including but not limited to recruiting and training.
- Establish community connections in city neighborhoods and conduct a variety of outreach activities.
- Coordinate and assist in outreach events as needed.
- Assist with coordination and lead roles of other local missions programs.
- Other duties as assigned.

What you'll need:

- 1+ years of administrative and community involvement experience
- Typing speed of 50-80 WPM, and good organizational skills
- Bilingual-Spanish required.
- Strong written and verbal communication skills, interpersonal and relationship building skills.
- Passion for outreach and compassion work, and knowledge of healthy philosophies and strategies for outreach and community care.
- Proficiency in office software such as MS Word, Excel, and Google Docs as well as social media platforms.
- General understanding of computer project management software platforms.
- Must be able to lift 11-25 pounds.

Commitments:

- Must make Purpose Church your home church and agree with the vision, mission, and value statements of Purpose Church.
- Must agree with and abide by the Purpose Church Statement of Faith, Statement of Church Practices and Employee Spiritual Commitment.
- Must align with the Culture Values of Purpose Church.

Availability Requirements:

- Attend and participate in monthly staff meetings and weekly staff prayer gatherings.
- Available to work during all large event gatherings including (but not limited to) Easter Sunday, Christmas Eve services, Christmas concerts and Sunday Funday(s).
- Includes Sundays and the flexibility to work the 1st Saturday of the month and other days as the program needs require
- Must be able to commit to the following schedule model:
 - Sunday : 1:00pm - 3:00pm
 - Monday : 9:00am - 2:00pm
 - Tuesday : 9:00am - 2:00pm
 - Wednesday : 9:00am - 2:00pm
 - 1st Saturday of each month : 8:00am - 1:00pm

Terms:

Part-Time / Hourly (Non-Exempt)

- Part-time/hourly, non-exempt position, scheduled for 15-20 hours per week
- Eligible for Paid Sick Leave (PSL) in accordance with the Employee Ministry Handbook.

Equal Opportunity Employer: Equal Opportunity Employer: Purpose Church is an Equal Employment Opportunity employer. We are beloved sons and daughters and employment decisions are made based on skill, merit, and gifting, not race, age, sex, disability, national origin, or veteran status. Additionally, we are fully committed to ensuring reasonable accommodations are made according to the Americans with Disabilities Act where applicable.

About Purpose Church: Purpose Church is over 155 years old and thriving! We are a non-denominational, multi-ethnic, multi-generational church located in a mid-urban setting in Pomona, a city in Los Angeles County, with a vision to see Everyone Everywhere Following Jesus! We have a long history of positive influence and impact in our city, the larger Inland Empire, and across the world. We are always looking for a great new addition to our dynamic, gifted, innovative, friendly staff and volunteers.