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*Welcoming all to learn, celebrate, and share Christ's life-changing love!*

**Position Title:** Outreach Assistant

**Reports To:** Director of Outreach

**Directly Supervises:** NA

**Status:** Part Time/10 hours per week

**FLSA:** Exempt

**Effective Date:** July 2022

**Job Summary:** To assist the Director of Outreach in overseeing the outreach activities of the church in support of Burke UMC's commitment to Risk-taking Mission and Service.

**Essential Functions:**

- Assists in the daily, ongoing operations of the Outreach ministry at BUMC, including:
  - Donation organization
  - Communication needs
  - Record keeping
  - Maintenance of Outreach facility locations within the church

**Other Responsibilities:**

- Participates in major outreach events annually (e.g., Change the World, Night in Bethlehem, BurkeGivesBack)
- Assists Director in other tasks as necessary

**Minimum Qualifications:**

- Candidates for this position must be self-motivated, able to both take direction and proactively assess what needs to be done. The best candidate will demonstrate a passion for the outreach ministries of the church and have proficiency in Office software.

**Physical Requirements:**

- Ability to lift 30 pounds, maneuver a loaded cart throughout the building

## **Core Competencies:**

*Helping Orientation:* Exudes a natural sense of care for the well-being of others and attends to their needs in appropriate manner, observing proper boundaries. Establishes good working relationships with all others who are relevant to the completion of work and works well with people at all levels of the congregation. Is willing to supply answers and resources to help others and communicates directly with relevant individuals.

*Attention to Detail:* Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out-of-balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while attending to the smallest of details.

*Time Management:* Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.

*Personal resilience:* Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

*Initiative:* Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.