



# MISSIONS & OUTREACH DIRECTOR

## GENERAL DESCRIPTION

The Missions & Outreach Director will manage, champion, and oversee the teams, vision and processes which help us fulfill the “great commission” at New Hope Community Church. The Mission & Outreach Director will create and execute a missions and outreach strategy for our local and global partnerships and outreaches. The Missions & Outreach Director will also disciple and develop volunteer leaders within the ministry. This is a volunteer to position to start with the potential for paid as New Hope grows.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create and develop missions and outreach relationship with new and current partnerships
- Plan and execute local and global mission trips
- Plan and execute local outreaches
- Implement and manage the budget, master calendar, and annual plan for the missions and outreach ministry.
- Develop missions and outreach volunteers to become leaders in the ministry.
- Guide the missions and outreach volunteer leaders in recruiting, training, and recognizing team volunteers.
- Maintain records, manuals, and documents pertaining to missions and outreach.

## SUPERVISORY RESPONSIBILITIES

This position would have supervisory responsibilities over the following areas: Local partnership volunteers and leaders. Global partnership volunteers and leaders.

Current partnership include:

### Local:

- Southwestern College Jag Kitchen
- Compassion in Action
  - South Bay Community Services
  - Chula Vista Elementary School District

### Global:

- International network of hearts
- Mexican medical
- COOP Southern Baptist missions

## COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- A passion for missions and outreach. Having experience in missions or going on mission trips would be helpful.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.



# MISSIONS & OUTREACH DIRECTOR

## COMPETENCIES (CONTINUED)

- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- Safety & Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Attendance & Punctuality - Consistently is at work and arrives on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions; responds to management direction; takes responsibility for own actions.
- Initiative - Asks for and offers help when needed. Undertakes self-development activities.
- Delegation - Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.
- Managing People - Includes staff in planning, decision-making, and process improvement; takes responsibility for subordinates' activities; develops subordinates' skills and encourages growth; continually works to improve supervisory skills.
- Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions.

## HOW TO APPLY

Please submit your resume and cover letter to our Office Manager, Johana Flores, by email: [churchoffice@go-newhope.com](mailto:churchoffice@go-newhope.com)