

## Augsburg Lutheran Church

**Position Description:** Community Outreach Director and Development Coordinator

**Summary of Position** (Part-time – 20 hours per week)

Responsible for exploring and engaging opportunities to strengthen and expand Augsburg's mission and identity as a progressive, inclusive and creative community of faith located in the heart of and responding to the needs of the Five Points neighborhood and surrounding area. The particular areas of focus will include, but may not be limited to:

- Developing an intentional and creative process to define and discern an articulated response to our commitment to "faith in action"
- Exploring and enlivening current and additional building partners maximizing the physical assets of Augsburg's available space for and with the community in conjunction with the Administrative Secretary
- Developing an engaging approach to train, empower, encourage and ignite a strategy for member engagement in the community
- Inviting community relations with Five Points organizations, businesses, schools, non-profits, etc. to rebuild Augsburg as a vital and vibrant community neighbor and partner

The position requires a heart for community building and relationships, attention to detail, humility, humor, flexibility, and an ability to work independently and with others to set and accomplish goals.

**Accountability:** Reports to the Congregational Council

**Responsibilities:**

- Assists in overall branding/marketing strategy to build up community exposure and involvement via social media and other channels
- Organize volunteers for programs according to the established policies of the congregation
- Review and study the needs and practicality of programs for Augsburg annually, and as needed
- Participate in Sunday worship at least one time bi-monthly and as needed for programming in order to build relations with the congregation
- Be a presence at the Feed Your Neighbor distribution as a liaison to direct those in need to appropriate social programs
- Produces flyers, posters, brochures and other literature to promote Augsburg's programs and events

- Prepares occasional mailings and other parish wide communications as requested by the Congregational Council
- Prepares monthly reports for Congregational Council summarizing activities and budget expenditures
- Collaborates with Administrative Secretary, newsletter editor, and webmaster to promote community and congregational activities
- Prepares annual budget request for program income and expenditures
- Monitors and controls approved annual budget per the established financial policies
- Prepares report of activities, future goals, and expenditures for the Annual Congregational meeting

**General Qualifications:**

- Respect for Augsburg as a place of worship and ministry
- Welcoming, open and helpful manner
- Ability to work independently and with others to set and accomplish goals
- Professional appearance
- Respect for confidentiality of information
- Ability to work with a variety of personalities in a flexible environment of staff, ministry partners, vendors and volunteers
- Excellent communication and organizational skills
- Willingness to learn, change and grow with the organization
- Willingness to become familiar with various social and governmental agencies such as SNAP, Lutheran Social Services, etc.
- Social work background is helpful but not required
- Working knowledge of office software and social media
- Valid driver's license required
- Ability to pass background check
- Ability to obtain first aid and CPR certification
- Ability to lift a minimum of 25 pounds. Reasonable accommodations will be made to enable individuals with physical limitations

The above describes the general nature and level of the work performed by an employee assigned to this position but is not an exhaustive list of all duties.

Send cover letter and resume to Pastor Kelley Ketcham, Augsburg Lutheran Church, 1342 W. Sylvania Avenue, Toledo, OH 43612 or by email at [pastor.augsburg1342@gmail.com](mailto:pastor.augsburg1342@gmail.com) with "Resume" in the subject line.