

PURPOSE OF POSITION

To serve the church and oversee all operations of the Outreach Center mission ministry including compliance with policy/procedure, guiding and supporting staff, maintaining a safe environment, monitoring and adjusting programs for effectiveness.

RESPONSIBILITIES

- Lead weekly staff meeting.
- Supervise staff and volunteers in key positions.
- Participate in the development of an annual budget and ensure departments operate within budget.
- Participate in the development of annual goals and quarterly follow up for the following Outreach Center department areas: office, shelter, kitchen, mission market, and evangelism.
- Ensure operational policies and procedures for the Outreach Center are up to date, communicated and implemented.
- Ensure the online ministry calendar is kept up to date with special events or important notices and staff/volunteer schedules.
- Ensure weekly inventory and acquisition of supplies for ministry operations.
- Ensure the cleanliness and safety of the building and property.
- Ability to operate, if needed, the following Outreach Center department areas: office, shelter, kitchen, mission market, and evangelism.

ORGANIZATIONAL RELATIONSHIPS

- The Outreach Center Director reports directly to the Director of Mission Operations and the Executive Director and works alongside the Care Coordination Director, Forge Director, Project Worth Director, and Washington Family Hope Center Director. All other Outreach Center mission staff report to the Outreach Center Director.

JOB REQUIREMENTS

- Strong leadership with previous experience in a non-profit organizational leadership position.
- Strong organizational and communication skills.
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Proficiency in Microsoft Office operation.
- Ability to lead groups in work projects.
- Ability to develop budgets and understand general financial statements.
- Ability to work with direct reports to develop annual goals.
- Strong writing skills and ability to speak publicly.
- Critical thinking skills and ability to prioritize and make quick decisions.
- Self-motivated, organized and responsive.
- Timeliness/reliability.
- Must be able to ascend/descend two flights of stairs regularly.
- A servant's conduct.