

Outreach Coordinator & Outreach Leader

Position Purpose

The purpose of this ministry position is to serve NYSUM and Department Directors by providing comprehensive administrative support and coordinating outreach-related work. This role supports ministry logistics, communication with partners, and the preparation and leadership of ministry outreaches.

I. General Responsibilities

The Outreach Coordinator will:

- Serve in a growing urban Christian ministry environment.
- Demonstrate strong customer service skills and be comfortable with frequent phone communication.
- Organize and implement team ministry outreaches with NYSUM's ministry partners, including NYC pastors, churches, and ministries.
- Confirm all ministry sites and schedules for short-term mission trip opportunities.
- Thrive in a fast-paced environment while multitasking and managing competing priorities.
- Maintain an up-to-date database of all NYC ministry partners.
- Pre-schedule and manage ministry site itineraries throughout the year.
- Schedule classroom training sessions for short-term mission teams.
- Respond and serve during emergency situations when called upon.
- Support other areas of NYSUM's ministry as assigned, including annual banquets, pastors' meetings, and partner meetings.
- During selected times and seasons, lead NYSUM ministry teams on outreach throughout New York City.
- Secure alternative ministry sites in the event of cancellations.
- Visit and evaluate new ministry sites during active ministry times and meet with site leaders or pastors to confirm volunteer opportunities.

Outreach Leader ministries include, but are not limited to:

Street Meetings, Homeless Outreach, Prayer Walks, Food Truck Ministry, Soup Kitchens, Children's Ministry, Food Pantries, and similar ministry initiatives.

- Conduct teaching and preparation classes for ministry outreaches.
- Train and equip NYSUM Outreach Leaders.

II. Priorities and Parameters

Qualified candidates will demonstrate:

- A mature and stable Christian faith with a heart to serve others.
- A strong work ethic, with energy and passion for ministry.
- Attention to detail and strong organizational skills.
- Excellent phone presence and communication abilities.
- Preference for residing on the NYSUM campus, if available.

III. Financial Package

- Compensation is based on experience and qualifications.

Application & Interview Information

Interviews will be conducted by **Debora Fahasoavana**, Ministry Services Office.

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