**WJU Department of Campus Ministries**

**OUTREACH COORDINATOR**

**Job Description**

**Hours:** 15 hrs/wk  
**Term:** August 2015 - May 2016  
**Pay Rate:** $3,000.00 Stipend/Scholarship  
**Supervisor:** Associate Director of Campus Ministries  

**Primary Purpose:** Campus Ministries exists to fulfill the mission & educational objectives of WJU by providing a foundation for spiritual growth and leadership through community worship, service & outreach and discipleship opportunities.

**Major responsibilities:**
1. Provide oversight for all Jessup Outreach events (i.e. vision, planning, publicity, recruitment, contacts, sign-ups, assessment).
3. Oversee the Outreach Assistants and their various ministries.
4. Manage all publicity campaigns for outreach projects (i.e. flyers, announcements, etc).
5. Assist with special service events (Local Outreach “Fairs,” etc)
6. Provide leadership for the San Francisco & Spring Break Outreach Trips
7. Assist Campus Ministries team with other areas which may include Chapel, Discipleship & Missions.

**Additional responsibilities:**
1. One weekly meeting with CM staff.
2. Bi-weekly individual meetings with the Associate Director of CM.
3. Bi-weekly Outreach Team meetings
4. Register for and participate in the Seminar for Student Leadership Class.
5. Attend any all student leadership functions.
6. Attend any CM Retreats (Fall Retreat, Missions Retreat, & Women’s Retreat)
7. Attend all chapels.
8. Other duties as assigned by supervisor.

**Minimum qualifications:**
1. A growing and dynamic Christian faith which is naturally communicated with words and actions.
2. A sense of mission and commitment to the spiritual development of fellow students.
3. Strong organizational and interpersonal skills.
4. Ability to own and implement assigned tasks.
5. An empathetic, understanding, and loving spirit.
6. The ability to mobilize and empower others for ministry.
7. Ability to communicate in front of groups (i.e. meetings, chapel announcements)
8. Maintain a minimum 2.5 cumulative GPA and a minimum 2.0 GPA for SP 12 and FA 12 semesters.
9. A commitment to Campus Ministries as primary job, with some exceptions.

I understand the outlined job requirements and will fulfill them to the best of my abilities.

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**Printed Name**  
**Student ID#**

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**Signature**  
**Date**