



Job Description

Position Title: Outreach Coordinator

Department: Adult Ministries

Reports To: Director of Strategic Ministries

Status: Full-time, salaried, exempt

Revised: 05.05.26

Campus: Dover

Primary Purpose

The Outreach Coordinator will contribute to NewPointe's mission by mobilizing volunteers, administering benevolence efforts, cultivating partnerships, and creating opportunities for local and global impact while ensuring strong systems, support, and stewardship of resources.

Essential Functions/Key Result Areas

- Lead and administer the benevolence process across all campuses, including assessing requests, providing care-centered decision-making, communication and follow-up while ensuring alignment with ministry guidelines
- Keep on-going connections/development of new relationships with local resources and create a resource list for campus teams to refer to as needs arise
- Assist in leading missions and outreach efforts, communicating NewPointe's values and driving engagement locally, regionally, nationally, and globally
- Recruit, equip, train, and empower volunteer leaders across missions; provide ongoing care, support, and follow-up, including re-engaging inactive volunteers
- Collaborate with campus leaders to build and sustain volunteer teams for outreach at each campus
- Develop and maintain strategic partnerships with local and global organizations to maximize impact and effectively steward NewPointe's time, talent, and resources
- Plan and execute mission opportunities, including local outreach, global initiatives, and student-focused trips
- Manage administrative responsibilities, including budgeting, calendars, and communication platforms
- Ensure all ministries are well-resourced with necessary tools, materials, and support to operate effectively
- Other duties as assigned

Position Requirements

Supervisory

- Lead, recruit, and develop volunteers

Knowledge/Skills/Abilities:

- Leadership
- Vision-casting
- Creativity
- Team building
- Strong communication skills
- Able to lead multiple projects at once

- Able to work with other NewPointe departments to coordinate and execute projects as a team
- Proficient in Rock, Microsoft Outlook/Excel/Word

Qualifications

- Education: High School diploma required; College degree preferred
- Experience: Minimum of 3 years related experience in leading at high levels in a growing church/organization

Physical Activities/Requirements (with or without accommodation)

- Ability to move throughout the facility
- May require long periods of standing or sitting
- Be able to lift 25 pounds and be able to assist in set-up or tear-down

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders within NewPointe, including ...
 - Tithe (within 3 months of hire). A tithe is giving 10% of your income to the ministry of the local church at NewPointe
 - Participate in small group accountability
 - Regular attendance at NewPointe services

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.

ACKNOWLEDGMENT

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

Applicant Signature/Date

Management Signature/Date