



Ministry Coordinator for Outreach and Care

Department: Discipleship

Reports To: Executive Director of Ministry (EDM)

Hours/Week: 15 Hours/Week

FLSA Status: Non-Exempt, part-time

Schedule: Monday-Friday (flexible);
some evenings, and weekends

Job Class: Ministry Coordinator

Benefit Eligibility: Non-eligible

Location: UPC Main Campus

Wage: \$22/hour

SUMMARY

We are a family of communities joining Jesus to transform our lives and the lives of neighbors at the University of Washington, in our neighborhoods, and all around the world.

This position supports the coordination efforts of our congregational care and outreach (globally and locally) ministry at University Presbyterian Church.

RESPONSIBILITIES

- **Support for Local and Global Outreach (6 hours/week)**
 - Enter data for new participants for efficient and timely follow-up
 - Coordinate volunteers for various outreach related events
 - Coordinate outreach trip details (i.e. flights, transportation, registrations, housing, etc.)
 - Communicate with leaders and participants using various channels
 - Printing, copying, and updating documents
 - Work with departmental ministry staff

- **Support for Congregational Care (6 hours/week)**
 - Coordination of bulletins for homebound congregants
 - Provide administrative support for various congregational care programs (i.e. Deacon Ministry, Memorials, Prayer Ministry, Stephen Ministry, etc.)
 - Communicate with lay leaders to coordinate volunteer efforts
 - Work with departmental ministry staff

- **Other duties as assigned by EDM (3 hours/week)**

QUALIFICATIONS

- Deep and growing faith in Jesus Christ and a theology consistent with the mission of UPC. Has read and understood the Essential Tenets and agreed to support them in the work they do at UPC <https://www.upc.org/about/>
- Cross-cultural competency and awareness
- Relevant experience
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams)
- Proven project management skills with the aptitude to take on multiple projects at a time
- Open to receive, and apply, coaching and feedback
- A self-starter who is also gifted at being a team-player
- Extremely organized, detail-driven, and reliable
- Strong interpersonal communication abilities (written and verbal)

PHYSICAL REQUIREMENTS

- Physical ability to walk stairs, work on feet or sit for extended time, and lift 20 pounds
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus
- This job is regularly required to sit, use hands to handle or feel, and talk and hear.
- Energy and enthusiasm for a varied work schedule (late nights/early mornings), including Sundays

SPECIAL/OTHER

This position may require some evenings and/or weekend hours.