

*Our mission is to help as many people as possible become totally committed
to Jesus Christ*

Admin to the Director of Community Engagement

Primary Description:

The Admin to the Director of Community Engagement is a new position. It has been created to support the Director of CE in the leadership of the newly formed Community Engagement Ministry. The person in this role, under the leadership of the Director of Community Engagement will support the Director in recruiting, training, and working with volunteers in a variety of projects designed to bring the Gospel organically to those we serve in various volunteer led projects focused on carrying out the mission of Shoreline Community Church .

The following is a “sample” (others can be added and taken away as God leads) of the ministries that will fall within the Community Engagement Ministry (at the time of the composition of this document):

- Bless Our Local Schools
- Benevolence and Hope
- Valentine’s Day Card Making
- Salvation Army Red Kettle
- Monterey County Reads
- Heart To Home
- Good Neighbor Gathering
- School Supply Drive
- Sea Otter Classic
- 4th of July Parade
- Christmas Caroling
- Bags of Hope
- Mens Shelter Outreach
- Womens Shelter Visits
- Safe Place
- Greeting Cards
- Care Center Visits

Job Status: 15 Hours a Week (initially)

Lines of Accountability: GOD, and Director of Community Engagement

Ministry Responsibilities:

The Admin to the Director of Community Engagement is responsible for a multitude of tasks that provide the day-to-day administrative support. The

Admin provides the Director of Community Engagement with administrative support including:

- Add/Download pictures to Flickr
- Calendar updates
- Adding all events to calendar on CCB
- Fill out publicity forms/create bulletin blurbs
- Create sign up/sign in sheets
- Order food/buy drinks and any other items needed for events
- Help set up/clean up for events
- Assist with follow-up phone calls and emails
- Update CCB with new volunteers & notify appropriate leaders
- Advisory/Benevolence & Hope Meeting Coordination
 - Room reservations (Conference Room)
 - Room setup & meeting snacks (when needed)
 - Take minutes during meeting
 - Send out meeting minutes to team
 - Print out meeting minutes and put in correct binder
 - Put all notes from meeting into correct binder\
- Compose & Send Out Regular Communications
 - Group-wide email
 - Update web post
 - Monthly event reminders
 - Monthly event “thank you” emails

The Qualification Requirements: Detail and task-oriented, while able to interact and communicate well with many different kinds of people. Comfortable with the telephone. A fast learner. Able to give direction and take direction well. Organization and computer skills.

1. Character

Spiritual Maturity. A passionate and living relationship with Jesus, along with a deep love for the Word of God and commitment to the truth of Scripture. Strives to be gracious, kind hearted, practice mutual submission.

2. Gifting and Competencies

A Passion for Outreach:

- A Servant’s Heart
- Gifts of Compassion, Encouragement, Helping, Patience

Leadership:

- Outgoing and Friendly
- Confident

- Gives Direction Well
- Ability to think quickly and make decisions

Spiritual:

- A dedication to growing in their relationship with God
- A teachable spirit
- An ability to pray with and for others
- A heart for growing all ministries at Shoreline

Relational:

- To be able to self examine oneself
- Open spirit to take constructive criticism
- Desire to build healthy relationships
- Able to work with many different types of people

3. Experience

- Writing/Editing
- Time Management
- Some PC and Mac:- Microsoft Word, some Excel,
internet-savvy- Helpful to be familiar with Apple programs:
Pages, iPhoto

*Therefore, since we are receiving a kingdom that cannot be shaken, let us be thankful,
and so serve God acceptably with reverence and awe!*

(Hebrews 12:28)