

Employer: Church Universal and Triumphant
Group: Outreach and Field Development Team

JOB TITLE: OUTREACH COORDINATOR

Reports to: Valerie McBride, President
Job Status: Salaried and Exempt
Hours of Work: 40 or more hours per week
Pay Range: Dependent upon experience

Benefits: Eligibility for the employee Health Plan, life insurance, Paid Time Off benefit for vacation and sick days, holidays and 401(k). Additional information about these benefits is available from Human Resources.

Legal Holidays Observed: President's Day, Memorial Day, Labor Day, Thanksgiving and the day after, Christmas Day and two personal holidays.

Travel and Expenses: May require overnight travel. Expenses for lodging, airfare and meals will be covered either by the region, teaching center or study group or the Church.

SUMMARY:

The Outreach Coordinator, in conjunction with headquarters and the field, assists in the creation of a synergistic, integrated and coordinated worldwide sustainable outreach strategy. Creates an annual plan and implements the annual plan based on agreed upon overarching strategies which includes KOF membership growth and other opportunities for affiliation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises any outreach staff personnel and volunteers
- Oversees and directs the summer conference program and coordinated outreach events and coordinated international outreach events
- Oversees the introductory program for conferences and prayer vigils
- Oversees the development of outreach materials and modules
- Works closely with the Integrated Publishing Team to develop a long term overarching outreach strategy based upon core messaging, publishing plan, continual market research and the Master's teachings
- Works closely with Integrated Publishing including Marketing to complete the branding and core messaging process
- Collaborates with leadership to nurture the outreach field leaders and identify potential candidates for outreach training
- Measures results of all outreach events worldwide through effective reporting and brings data back to staff and field teams involved in outreach
- Assists in organizing outreach webinar events as part of the outreach strategy as well as on-line and face to face book study groups
- Assists in organizing KOF book study groups
- Oversees an outreach training program
- Provides material and support to outreach field teams to promote and grow the KOF Fraternity
- Other duties as may be assigned

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QUALIFICATIONS:

The requirements listed below represent the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B.A.) from a four-year college or university; or four years related experience; or equivalent combination of education and experience. Strong interest in the growth and expansion of our Church.

LANGUAGE SKILLS:

Ability to read, analyze and interpret a variety of instructions or information furnished in written or oral form including legal documents. Ability to understand and respond to questions about the Trademark License Agreement and Bylaws for Church Universal and Triumphant Teaching Centers and Summit Lighthouse Study Groups. Ability to write reports, proposals and business correspondence.

INTERPERSONAL SKILLS:

Ability to listen to others, understand what they are communicating and respond appropriately. Ability to resolve conflicts between individuals and groups. Ability to motivate and inspire people to work together toward a common goal.

LEADERSHIP/TEAM BUILDING SKILLS: Ability to “walk the talk” and demonstrate by example the Church’s principles and values. Ability to assess others’ strengths and weaknesses and assist team members in building on their strengths and making improvements in their weaknesses. Ability to assist a group in developing effective and efficient plans and carrying them out to a successful conclusion, product or service. Ability to motivate individuals and groups to do their best, work together as a team and appreciate each other’s talents.

REASONING ABILITIES:

Ability to define problems, collect data, establish facts, be objective and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram or scheduled form.

COMPUTER SKILLS:

Demonstrated ability to use a personal computer and a suite of basic office software: word processing (MS Word or equivalent), presentation software (PowerPoint or equivalent) and spreadsheets (MS Excel or equivalent).