

TITLE: Assistant Director of Outreach

CENTRAL SUPPORT

REPORTS TO: Director of Groups & Outreach

SALARY: 40 hours per week

POSITION SUMMARY

The Assistant Director of Outreach supports the Director of Groups and Outreach by managing daily operations for CedarCreek's outreach initiatives—including CedarCreek Cars, the Community Help Center, mission trips, and church-wide events. This role coordinates volunteers, oversees budgets, and ensures smooth execution of local, national, and global programs, all in alignment with CedarCreek's mission.

POSITION RESPONSIBILITIES

CedarCreek Cars

- Oversee the daily operations of the CedarCreek Cars shop, ensuring efficient and effective service delivery.
- Schedule and manage volunteers for Cars, ensuring adequate staffing and training.
- Coordinate vehicle repair appointments, including vetting and scheduling, to meet community needs.
- Connect with people served at Cars, inviting them to take next steps on their Spiritual Journey.

Community Help Center

- Serve as the primary on-site presence at the Community Help Center and as a primary conduit between the Community Help Center and the South Toledo Campus.
- Handle operational and administrative tasks, including resource allocation, facility upkeep, and coordination with other church programs.
- Collaborate with partners to ensure readiness for service nights, including setup, and tear down, volunteer coordination, and resource availability.

Church-Wide Outreach Initiatives

- Assist the Director of Groups and Outreach with planning and executing major outreach events, including but not limited to:
- Serve Day: Coordinate logistics, volunteer recruitment, and community partnerships.
- Back to School Supply Collections: Organize collection drives and distribution efforts.
- Christmas Shoebox Initiative: Support the planning, collection, and distribution of shoeboxes.
- Contribute to the development and implementation of other outreach strategies to engage the community and church members.

Missions Program Management

- Create and manage Mission Groups, working closely with Mission Leaders to equip them with the tools, training, and resources needed to lead, fundraise, and manage mission trips effectively.
- Build and maintain relationships with partner organizations to ensure alignment and successful collaboration on mission initiatives.
- Manage the mission's budget, oversee trip logistics, ensure all expenses (e.g., travel, supplies, accommodations) are purchased and funded, and maintain financial accountability.

MEASUREMENTS

The position will be evaluated by the following quantifiable measurements:

CedarCreek Cars

- Total number of Guests served through CedarCreek Cars
- Total number of Cars DreamTeam
- Maintain CedarCreek Cars operational expenses within the allocated annual budget, while achieving accuracy in expense tracking and documentation.

Help Center Operations

- Ensure the Community Help Center is fully operational (e.g., resources allocated, facility maintained) for scheduled events and does not negatively impact the South Toledo Campus staff.

Missions

- Ensure mission trip funding (e.g., donations, grants, participant contributions) is accurately tracked and reconciled.
- Complete all travel and lodging arrangements for mission trips by the trip detail deadlines.
- Ensure mission trip participants complete all required steps (e.g., training, paperwork, health clearances) at least 30 days before trip departure, with compliance tracked and reported for each trip.

WORKWEEK SCHEDULE

The position will operate on the general schedule listed below, but is subject to change based on the addition of events or rehearsals, holiday schedules, or supervisor discretion:

- Monday: 9-5
- Tuesday: 9-8
- Wednesday: 9-2
- Thursday: 1-9
- Friday: 9-5
- Saturday: 9-12 (Second Saturday only, shift hours with Friday's)
- Sunday: OFF

ACCOUNTABILITIES

The position will also be held accountable for the following:

- Being a tithing contributor in good standing at CedarCreek Church
- Attendance at a weekend service and in a Group or on the DreamTeam
- Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church
- Honoring the CedarCreek Church Staff 10 Points of Accountability

DISCLAIMERS

The measurements and responsibilities of this role may evolve over time to meet changing organizational needs. Accordingly, the Supervisor may assign or reassign duties and responsibilities to the employee as needed. This position is classified as at-will, meaning either the employee or the organization may terminate the employment relationship at any time, with or without cause or notice.

CedarCreek Church is committed to providing reasonable accommodations for qualified individuals with disabilities in our hiring process and throughout employment, in accordance with the Americans with Disabilities Act (ADA). If you require assistance or accommodation due to a disability during the application or interview process, please contact HRCoordinator@CedarCreek.tv.