



Assistant Director of Mobilization and Outreach

Position Type: Exempt, Salaried
Category: Regular, Full-Time
Classification:
Reports to: Pastor of Mobilization and Outreach

ORGANIZATIONAL OVERVIEW

At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

POSITION OVERVIEW

St. Luke's has a dynamic outreach ministry, with an array of community partners, large scale serving events and strategies to make a sustainable difference in the lives of our neighbors both domestically and abroad. We generate resources, mobilize volunteers, and create partnerships to address four areas of impact: housing, education, justice and food insecurity. The Assistant Director of Mobilization and Outreach provides leadership to the ministry by project managing quarterly large-scale serving events, recruiting and coordinating volunteer teams for monthly serving opportunities and representing St. Luke's at community meetings and gatherings.

In 2-3 years for this person/ministry area success will look like:

- There are robust teams of congregation members co-leading alongside the assistant director for all quarterly serving events (Angel Tree, I Love My City, Back to School Extravaganza and Thanksgiving)
- There is organizational and community awareness of the four areas of impact of St. Luke's Outreach: Food Insecurity, Housing, Education and Justice
- There is seamless communication and a user-friendly process for congregants to connect to serving opportunities and community partners
- There is a 20% increase in the number of people on external and internal serving teams

RESPONSIBILITIES

- Project manage and lead the teams that execute the quarterly serving events for Outreach ministry
- Supervise and coordinate the benevolence ministry team
- Support and share in the vision and direction of the church and Pastor of Outreach
- Communicate and instill the vision with the leaders who serve in the outreach ministry
- Coordinate Serve Saturday monthly serving opportunities with community partners
- Recruit, train, and develop serving team leaders
- Represent St. Luke's at community gatherings that align with our areas of impact
- Connect with congregation members during weekly worship and other high impact events
- Track serving team metrics and implement strategies for increasing number of people serving internally and externally
 - Meet with Pastor of Outreach and Impact Team leaders monthly
 - Meet with event planning teams bi-monthly
 - Meet with 8-10 potential volunteers monthly
 - Manage team ownership of all communications to volunteers
 - Attend and lead some trips & activities, including retreats and mission trips.
- Demonstrate an understanding and active commitment to St. Luke's being an anti-racist, affirming and justice seeking church
- Utilize technology and social media appropriately to communicate with leaders, volunteers, and partners.
- Balance connection with volunteers with tasks of administration and communication that is required to provide activities, events, and community engagement
- Model a Christ-filled life, maintaining appropriate boundaries with work and others, caring for self, and growing in faith and in profession
- Attend Staff Chapel each Wednesday, Department Meetings, Active Team Member

QUALIFICATIONS

Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.

- Bachelor's degree required- in the humanities preferred.
- Proven, effective leadership within a ministry or non-profit context.
- Strong relational skills with experience in recruiting and employing volunteers to use their gifts
- Strong verbal & written communication skills and competent in relevant technology.
- Self-starter who is dedicated, takes initiative and solution oriented
- A collaborator and a team player
- Available for weekend work especially on Saturdays and Sunday Mornings

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.