

**Modesto Church of the Brethren  
Community Outreach Coordinator**

JOB TITLE: Community Outreach Coordinator

FULL-TIME BENEFITED POSITION: dependent on grant funding (3 year grant renews annually)

RESPONSIBILITY

Work in collaboration with existing staff and under the general supervision of the Witness commission and specific direction of a Pastor to fulfill the goals outlined in the District Companion Grant that provides funding for this position. This person will serve as a bridge for helping build relationships between the congregation and the local community, helping the congregation be in ministry with residents (children, youth, families, singles, seniors) of the surrounding community. The position will require exploring gifts and skills that members of the congregation can share that grow out of our values and understanding of what God desires for us all, as well as discovering needs and interests present in the local community. This person will develop an intentional ministry that uses the skills and other resources of the congregation to engage the community.

Specific Responsibility:

1. Explore the community to discover opportunities or needs that exist within the community.
2. Assess the congregation's ability to meet those opportunities and needs using the gifts of members or the facility.
3. Develop community programs to address the selected opportunities and needs that are consistent with the values of the congregation, i.e., recreational programs, music programs, drama programs, etc.
4. Coordinate academic support and tutoring programs for children and families.
5. Organize interest groups such as: needlework, cooking classes, peace-making skills, gardening, money management, Bible study, etc.
6. Plan, schedule and conduct meetings with the community and church committees.
7. Communicate information regarding ongoing programs and services offered by the church to the community.
8. Attend and provide updates/reports at monthly Witness Commission meetings and other meetings as assigned.
9. Perform other related duties as assigned.

Qualifications:

1. Excellent time management skills and the ability to work effectively and efficiently with minimal supervision.
2. Ability to network people and connect those with skills to those with interests or needs.
3. Exceptional communication skills.
4. Exceptional working knowledge of Microsoft Office applications and advanced computer skills.
5. Ability to motivate and manage volunteers.
6. Community service or organizing experience preferred.
7. Bilingual Spanish preferred.

8. Honesty and integrity beyond reproach.
9. Ability to maintain confidentiality at all times.

Education Level:

Prefer bachelor's degree or equivalent combination of education/ work experience in communication, community organizing, ministry, child development, education, social work, or related fields.

Faith Perspective:

The position requires participation in the broader life of the congregation and a comfort with the general faith perspective of the Modesto Church of the Brethren.

The Modesto Church of the Brethren is a community centered in Jesus, which seeks to grow through continuing the work of Jesus. We understand that work to include spiritual practices and friendships, service and justice, hospitality and invitation. As we continue that work, we fulfill the call to participate in God's transformation of the world.

We believe that God's unbounded love and grace, as taught by Jesus, are offered to all and meant to be shared and celebrated by all. We embrace persons of every age, race, sexual orientation, ethnic and religious background, physical and mental ability, and economic means as vital and integral members of God's family. We welcome everyone to participate in the life and worship of our church.

To apply send a letter of interest, resume, and salary history/requirements to:

Karen Cosner  
Personnel Committee Chair  
Modesto Church of the Brethren  
2301 Woodland Avenue  
Modesto, CA 95358

Or email to [jobs@modcob.org](mailto:jobs@modcob.org). Please indicate job title in the subject line.

Applications will be accepted until the position has been filled.