

**Coordinator of Neighborhood Outreach and Ministry**  
**Position Description**  
**Mount Olive Lutheran Church**  
**3045 Chicago Avenue South**  
**Minneapolis, MN 55407**

**Overview:**

The Coordinator of Neighborhood Outreach and Ministry helps accomplish the mission and vision of Mount Olive by working to strengthen the connection between worship and service. The Coordinator will (1) engage, encourage and support participation by members of Mount Olive in our partnership in ministry with our neighbors and our community; (2) help facilitate connections between individuals in need and resources available within Mount Olive or local agencies; and (3) encourage and help the people of Mount Olive hear and act on our call to participate in the advent of God's desired justice in our community. The Coordinator is the primary link between Mount Olive people and the surrounding community and, as such, is responsible for reaching out and cultivating relationships with key neighborhood agencies and organizations. The Coordinator reports directly to the Pastor of Mount Olive and collaborates with the Neighborhood Ministries Committee and other committees as necessary.

**Primary Duties and Responsibilities:**

***Empower and Equip the people of Mount Olive for Ministry and Service***

- Help the people of Mount Olive deepen our participation in the community where we are planted, listening for and learning the strengths and needs of our neighbors, as well as our own needs and strengths, as we seek better to collaborate with our neighborhood on how we work together for God's justice and peace.
- Encourage and engage the people of Mount Olive for neighborhood ministry. Identify and enlist the gifts, skills and other resources of Mount Olive members that can be used individually or collectively in an ongoing pursuit of opportunities for neighborhood involvement and partnership in the community.
- Train, equip, manage and otherwise support a cadre of volunteers comprised of Mount Olive's members and friends who use their gifts for community service.

***Develop Partnerships and Manage Programs***

- Develop, administer, and evaluate ministry programs in partnership with others in the congregation; reach out to other community organizations to identify and cultivate opportunities for collaboration.
- Proactively serve as Mount Olive's liaison with neighborhood groups and residents; maintain ongoing visibility and awareness of Mount Olive through participation in local service-provider networks, community meetings and other activities and events as appropriate.

- Develop relationships with and maintain a list of available community resources for referrals of neighborhood residents whose first encounter is with Mount Olive.
- Regularly report back to the pastor and the congregation on planned or completed activities and pending or unresolved program or neighborhood issues.
- Conduct special assignments related to neighborhood outreach and ministry as assigned and directed by the pastor.

## **Experience, Knowledge, Skills and Abilities**

### ***Required***

- Bachelor's Degree
- Be an active worshipping member of Mount Olive, or be willing to become so
- Demonstrated passion for the mission of the Church and a grasp of core Biblical principles and Christian theology
- Demonstrated knowledge of and experience with volunteer recruitment, skills assessment and coordination of volunteer activities
- Demonstrated leadership, organizational and management skills
- Basic computer literacy and familiarity with Microsoft Office applications (Word, Excel, PowerPoint, etc.), and willingness to learn other programs as necessary
- Self-motivated worker with ability to plan, prioritize and coordinate multiple tasks and meet established deadlines
- Excellent interpersonal and collaborative skills; experience in working cooperatively with small groups and committees
- Experience in working with individuals and groups of diverse ethnic and cultural backgrounds, ages, and economic circumstances in an urban environment
- Strong oral and written communication skills
- Conversant with core principles and best practices in community outreach in a non-profit setting
- Basic experience with budgets and records management

### ***Preferred***

- Theological education or an educated layperson with comparable background
- Language skills that represent the diverse communities of South Minneapolis, especially Spanish, Asian languages, and East African languages, or an aptitude for learning language.

Position is full time and comes with a comprehensive benefit package.

To apply, please send a resume and a cover letter which addresses the reasons for your interest in this position to: [welcome@mountolivechurch.org](mailto:welcome@mountolivechurch.org). More information about Mount Olive Lutheran Church is available on our website: [www.mountolivechurch.org](http://www.mountolivechurch.org)