



## **Volunteer Position Opening: Community Engagement Assistant**

**Volunteer Position Title:** Community Engagement Assistant

**Supervisor(s):** Lead Pastor

**Department:** Admin

### **MISSION**

Founded in 2000, Zion Community Church is a community-focused church based out of Philadelphia, PA. Our mission is to lead individuals to Christ so that they can experience authentic redemption and be set free. We aim to be a community-focused church that puts the love of Christ into action.

This is a part-time volunteer position. Interested candidates should please email a cover letter and resume in pdf form to [office@zionphilly.com](mailto:office@zionphilly.com).

### **General Position Description**

Under the supervision of the Outreach Minister, the Community Engagement Assistant is responsible for carrying out the commitment of Zion Community Church's mission to welcome and include diverse audiences by providing key administrative support to the Outreach Minister, including collecting and processing data, communicating with internal and external audiences, and building a strong volunteer program. In coordination with the Outreach Minister, the Community Engagement Assistant is also responsible for organizing the various offsite and international outreach events.

### **Responsibilities**

#### **Administrative Support**

- Collect and process data.
- Communicate with internal and external audiences.
- Post volunteer opportunities and send orientation emails to new volunteers; support communication and scheduling with regular and special event volunteers
- Manage Outreach Ministry Calendar

#### **Organize Outreach Events**

- Support the Outreach Minister to plan, coordinate, and execute all outreach events and activities.
- Help manage outreach volunteers.
- Be the second point of contact for all outreach events and activities.

### **Qualifications:**

- Associate's Degree required; Bachelor's Degree preferred OR active College student
- Ability to deal effectively and tactfully with a wide variety of individuals – in person, over the phone and in writing.
- Warm, enthusiastic and welcoming to members and guests as expected in a Christian environment.



- Ability to work well with others – including members of the staff, congregation, guests and volunteers.
- Demonstrated high level of proficiency in MS Office Suite of Products (Word, Excel, and PowerPoint).
- Knowledge - or a willingness to learn - the church operating software.
- Excellent organizational skills, accuracy and attention to details. Must be able to manage processes.
- Versatility, flexibility and a willingness to adapt to changing priorities.
- Excellent written communication and presentation skills.
- Commitment to excellence and high standards.

All Zion Community Church Volunteers must be willing to undergo Criminal, FBI, and Child Abuse background checks which are free of charge. Interested volunteers must complete a new membership class and be willing to attend some training in order to execute their role successfully.

*Zion Community Church is an equal opportunity organization and does not discriminate against applicants or volunteers on the basis of race, color, gender, national origin, age, disability, political affiliation or veteran status. It is our policy to provide reasonable accommodation to qualified individuals with disabilities.*

Please send a cover letter and resume in pdf format to [office@zionphilly.com](mailto:office@zionphilly.com)