



Outreach Assistant

West Ridge Church, located in NW Atlanta, was founded in 1997 by Senior Pastor Brian Bloye. West Ridge has grown from just a handful of people meeting in an elementary school to over 5,000 people attending weekend services. Known as a non-traditional church, the mission of WRC has always been to lead people on a life-changing journey to become fully devoted followers of Jesus Christ

ROLE SUMMARY

- The Outreach Assistant will be responsible for providing administrative support to the Outreach Pastor and the Special Needs Ministry Coordinator. Position will report to the church's outreach pastor.

KEY RESPONSIBILITIES

Assisting Outreach Pastor:

- Respond to phone/email inquiries of the Outreach Pastor
- Enter all weekly check requests for outreach department into church's online account accounting software
- Place orders with external vendors for food/supplies needed for outreach events
- Assist with the planning and implementation of all major annual outreach events including Hope for Christmas and Night of the Stars as well as other outreach activities in the community such as school supply collection drives, back-to-school prayer initiatives, foster care ministry events and acts of kindness throughout our community
- Input data and manage outreach component of West Ridge's Church Community Builder (CCB) software which tracks all member involvement and interaction with West Ridge Church
- Submit room/AV requests for all outreach-related meetings in the church

Assisting Special Needs Ministry Coordinator:

- Input special needs ministry-related document notes, process ques and other member-related data into West Ridge's Church Community Builder (CCB) software which tracks all member involvement and interaction with West Ridge Church
- Conduct volunteer interviews (via phone or virtual call) with new interested team members
- Follow up with parents of new attendees to welcome them to the ministry and encourage them to join our ministry family
- Submit room/AV requests for special needs ministry meetings inside the church
- Place orders with external vendors for food/supplies needed for special needs ministry events
- Place orders for needed supplies and crafts for Sunday/Wednesday ministry programs
- Help clean and organize classroom space in special needs building
- Assists with administrative duties for special events (Breakaway Respite Events, Night of the Stars Special Needs Dance, Summer Camps/VBS, and Hope for Christmas)
- Attend staff prayer and development meetings on Wednesdays
- Attend other ministry team meetings as needed to promote good special needs and disability inclusion practices.

QUALIFICATIONS & REQUIRED SKILLS

- Person shall be a mature follower of Jesus Christ who embraces the mission of West Ridge Church to help people become fully devoted followers of Jesus Christ.
- Exceptional administrative and organizational skills who is detail oriented
- Proficient in Microsoft Word, Excel and Outlook

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- Experience working in a team oriented, collaborative environment
- Must have a Kingdom mindset and committed to serving, supporting and caring for others

Schedule: This is primarily a Monday-Thursday position which includes one day each week to work from home. Schedule may vary for occasional meetings on Sunday afternoon and certain special outreach events throughout the year.

Average Hours/Week: 20-25

Status Part Time, Non-Exempt

Location: West Ridge Church - Dallas, GA

Reports To: Outreach Pastor

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. West Ridge Church Leadership reserves the right to revise the position, its job functions, minimum qualifications and other aspects of the position in any way at any time.