Job Title: Local Outreach Coordinator - up to 15 hours/week

Job Summary: The Local Outreach Coordinator provides organizational and administrative support for The Ridge's local outreach partners and specified discipleship and outreach initiatives. The coordinator helps these activities run smoothly and align with their ministry strategies, advancing The Ridge's vision of connecting people to Jesus, People, and Purpose. Outreach creates opportunities for people to hear the good news of Jesus, experience his compassion, and live out their God-given purpose through mission. Ministry partnerships extend The Ridge's reach.

Reports To: Director of Mission & Formation

Authorities: Oversees the allocated Outreach budget. Provides oversight for volunteer teams that support events.

Essential Duties, Tasks, and Responsibilities:

Desired Outcomes: Outreach partners have a clear point of contact at The Ridge. Assigned classes and events are well organized and supported by coordinated volunteer teams. Clear communications and accessible volunteer sign-ups help people connect with ministry opportunities. Serving opportunities support people in growing as followers of Jesus.

Relationships:

- Serve as The Ridge's point of contact for local ministry partners and manage those ongoing relationships
- Build strong relationships with staff and volunteer ministry leaders to support and coordinate meaningful ministry opportunities

Leadership & Coordination:

- Provide organizational and administrative support for specified classes and outreach activities
- Serve as staff lead for specified Ridge-led outreach events
- Serve as the staff point of contact for specified outreach partners and events.
- Coordinate volunteer teams to support the various ministry events
- Attend outreach team meetings
- Attend at least one staff meeting per month

Communication:

- Coordinate forms used for ministry communications and volunteer sign-ups. Use these tools to keep the church and community informed about ministry opportunities and help people get involved.

Non-Essential Duties & Responsibilities: Carries out administrative tasks related to outreach relationships and events.

Knowledge & Skills:

- Is a mature follower of Jesus who models spiritual maturity, integrity, and character.
- Has the ability to articulate clear and consistent biblical principles in agreement with the Ridge mission, vision and values as well as our beliefs.
- Takes initiative, follows directions, and is excellent with organization and administration.
- Prayerfully considers how outreach and serving opportunities can help people grow as followers of Jesus, connecting service with discipleship.

Nov 2026

Education & Training: College degree and previous ministry experience preferred.

FLSA Status: Non- Exempt

Working Conditions: Work is primarily performed in an office setting. Occasional event setup may require standing for extended periods and lifting moderately heavy objects.