

OVERVIEW

The Co-Liaison to Outreach Partner Agencies supports St. George's mission to "receive, live, and share the abundant life of Jesus Christ" by assisting the agency in fulfilling their mission in serving the needs of the community.

RESPONSIBILITIES

- Communicate with the Outreach Partner Agency to identify upcoming needs.
 - Work with Director of Outreach to recruit, equip and support sub-leaders.
 - Work with Director of Outreach to provide sign-ups for volunteers to register to participate in or support agency events.
 - Coordinate activities of sub-leaders and volunteer teams to ensure agency goals and mission are met.
 - Identify agency events for promotion on St. George's website (e.g., volunteer opportunities, fundraising events, etc.).
- Work with the Director of Outreach on opportunities for St. Georgians to serve at partner agency on Mission Days, if applicable.
- Attend partner agency events such as recognition breakfasts, fundraisers, and partner meetings, as schedule permits.
- Identify opportunities to strengthen the relationship between St. George's and partner agency.
- Request meeting space at St. George's through standard request process for meetings, when needed.
- Respond to communications from church staff and volunteers in a timely manner (usually within one week).
- Prepare communication drafts at least three weeks prior to routine events for staff review and placement in church communications.
- Help recognize the efforts of the team and individual members through St. George's communications and individual gestures of gratitude.
- Prepare a one-page report at the end of the year or program cycle outlining number of volunteers and number of people served through St. George's partnership with agency.

RELATIONSHIPS

- The Co-Liaison for Outreach Partner Agencies collaborates directly with sub-leaders to ensure that mission goals are fulfilled.
- Works with the Director of Outreach who coordinates staff support and communications for the team.
- Provides leadership and interacts with other outreach teams and outreach leaders.

TIME COMMITMENT

Typical time commitment for Co-Liaisons is 4 hours per month, throughout the year.

SKILLS AND INTERESTS

Passion for serving the needs of the community, organizational skills, leadership, mercy, wisdom, discernment, and cultural and emotional intelligence.

RESOURCES AND TRAINING

Coordinates with the Director of Outreach and Clergy with Outreach oversight for support, direction, and resources. Training includes annual retreat for outreach leaders.

Curious? Interested in this ministry?

Contact Agatha Nolen, Director of Outreach, at agatha.nolen@stgeorgesnashville.org or 615-385-2150 x 246.