

## **VIRGINIA MENNONITE MISSIONS**

### **Position Description – Community Engagement Specialist**

Last Updated: 8/27/2021

**Title:** Community Engagement Specialist

**Level:** VI

**Supervised by:** Advancement Team

**Job Function:** Engage the gifts and goodwill of the extended community of VM Missions, and recruit new workers to participate in our efforts to make disciples of Jesus from many cultures (Matt. 28:19).

**Load:** At least 50%, up to 100% (benefits included if 50% or higher)

**Classification:** Dependent on load

#### **Qualifications:**

##### A. Required:

1. Demonstrates an active faith in Jesus Christ, commitment to the church (preferably within Virginia Mennonite Conference), and passion for God's reconciling mission.
2. Commitment to VM Missions' Lifestyle Covenant and embrace of VM Missions' vision, mission, values and strategic plan.
3. At least two years experience in event planning, volunteer management, community engagement, recruitment, or similar field.
4. Excellent written and verbal communication skills, including comfort speaking in public.
5. Excellent relationship building skills.
6. Detail oriented with the ability to manage multiple projects and relationships.
7. Demonstrated aptitude for technical software systems (volunteer database).

##### B. Preferred:

1. Ministry experience, particularly in cross-cultural settings.
2. Written and oral Spanish language competence.
3. Experience in email marketing and social media platforms.
4. Experience in donor/volunteer relationship management.
5. Bachelor's degree in administration, Christian ministry, or relevant field.

	<b>Responsibilities</b>		<b>Activities</b>
1	Community engagement and recruitment	1.1	Cultivate positive ministry relationships with churches, organizations, and individuals in VMissions' extended community
		1.2	In consultation with the Global Team and Equipping Team, develop specific recruitment plans to engage new workers and volunteers in VMissions programs
		1.3	Work with Advancement Team to develop outreach plan, materials, and social media rhythms
		1.4	Establish and maintain effective data and recordkeeping practices in Raiser's Edge, VMissions' donor/volunteer database software
		1.5	Use Raiser's Edge to create more systematic outreach and communication rhythms with supporters and ministry partners
		1.6	Meet with key partners or individuals to recruit them for ministry opportunities
		1.7	Help "connect the dots" between the gifts and needs in VMissions' extended community
		1.8	Represent VMissions at conferences, churches and other gatherings, including public speaking engagements
		1.9	Assist in the overall development work of VMissions, with special attention to churches
		1.10	Assist the Discipleship Ministries Coach in recruiting, training and managing short-term mission teams.
2	Event Management	2.1	Collaborate with Advancement and other teams to create outreach plan with timeline, goals, metrics in various initiatives
		2.2	Develop high-impact events and engage appropriate constituencies to participate
		2.3	Plan, prepare, and host events as primary point person
		2.4	Recruit volunteers and solicit sponsors to expand capacity for hosting successful events
3	General	3.1	Attend staff meetings, planning meetings and retreats.
		3.2	Perform other duties as needed.