

**First Presbyterian Church of West Chester**  
**Position Description**

**JOB TITLE:** Director of Outreach and Engagement  
**REPORTS TO:** Head of Staff

Classification: Exempt

**PURPOSE OF POSITION:**

The Director of Outreach and Engagement serves as champion of the congregation's outreach and presence in the greater West Chester community, modeling and encouraging invitation of neighbors and friends into connection with Christ through First Pres, extending radical hospitality in the way of Christ to the community and the congregation, overseeing Sunday morning hospitality, and engaging the First Pres congregation's volunteer service within the church and the community at large.

**GENERAL RESPONSIBILITIES:**

**I. Community Outreach**

- Create, coordinate, and deploy external outreach efforts to extend our visible presence as a church in the community
- Be a presence in the community by continuously creating new relationships with neighbors and community leaders
- Model personal invitation to First Pres and serve as catalyst to change the culture of the church to one of constant invitation
- Oversee Sunday morning hospitality ministry

**II. Membership**

- Develop and oversee membership assimilation, guiding people from their first-time visit through membership and full engagement in the life of the church
- Work with the Head of Staff and the Congregational Life and Membership (CLM) committee to coordinate new members' classes
- Work with CLM and office staff to maintain membership rolls

**III. Volunteer Engagement**

- Aim to have every member involved in regular service inside and/or outside First Pres
- Serve as primary liaison to coordinate volunteers with ministry opportunities
- Regularly offer Spiritual Gifts classes for members and/or First Pres community
- Work with Creative Arts Director to communicate volunteer opportunities
- Work with office staff to maintain a church-wide volunteer database

**IV. Administration**

- Supervise the Creative Arts Director
- Supervise the Bridge Dinner Coordinator

**ESSENTIAL QUALIFICATIONS**

- Loves God and God's people
- Comfortable with proactive outreach
- Outstanding interpersonal skills; excellent oral and written communication skills
- Experience with event planning and coordination
- Ability to relate to and work effectively with individuals from diverse backgrounds, generations and cultures
- Strong organizational skills and attention to details
- Ability to work independently with minimal supervision as well as part of a team
- Bachelor's Degree required

**RELATIONSHIPS**

- Jesus Christ
- First Pres staff
- Congregational Life and Membership Committee (CLM)
- First Pres congregation