

ST. DAVID'S EPISCOPAL CHURCH

301 E 8th Street • 8th & San Jacinto • Austin, TX 78701
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Job Description

Job Title: Interim Director of Community Engagement

Department: Program Staff

Reports To: Associate Rector

FLSA Status: Non-exempt

SUMMARY: St. David's Episcopal Church is hiring a part-time staff member to serve as Director of Community Engagement. This position will provide key leadership, staff support and coordination for our major outreach initiative, known as "Bridge Builders". Volunteerism and service are identifying marks of Christians and the church.

Over the last four years St. David's has built an engaging, energetic and rich program providing parishioners with varied opportunities to serve the community beyond the church walls. The person hired for this position will continue that work by keeping the existing program healthy and strong; continuing to grow participation with existing programs – including Trinity Center and the Next-to-New resale shop - while nurturing existing and developing new dynamic partnerships with community organizations serving our homeless neighbors, at-risk children and families. The director will continue to develop and support lay leaders for projects and to match parishioners with meaningful opportunities to serve the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Work with Rector, Vestry and the Bridge Builders Committee to develop and implement strategies and approaches to engage a large church community in expanded service and volunteer opportunities.
2. Nurture existing and build new lasting, reciprocal relationships with community partners, identifying volunteer and service opportunities which are both meaningful and appropriate for a broad range of parishioners.
3. Nurture and develop service leadership among parishioners.
4. Help newcomers to St. David's form community by connecting them with meaningful outreach activities that allow them to serve and form relationships within small groups.
5. Welcome and integrate children and youth into a lifelong continuum of service.
6. Effectively communicate service and volunteer opportunities for St. David's parishioners.
7. Be open to new and meaningful partnerships with other churches and non-profits.

8. Coordinate communication among staff, lay leaders, parishioners and interest group leaders.
9. Manage and update St. David's volunteer calendar in a timely fashion.
10. Serve as St. David's liaison with the Downtown Cluster, a group of churches and non-profits seeking solutions to our neighborhood social issues.
11. Call and attend Bridge Builders meetings and participate in staff meetings.
12. Assist in screening and providing orientation and training for volunteers.
13. Draft and manage the outreach budget, make timely reimbursements to lay leaders and track volunteer involvement.

ESSENTIAL JOB REQUIREMENTS:

EDUCATION – BA or equivalent

EXPERIENCE – Previous management experience, coordinating large and complex projects. Time spent working with and recruiting volunteers.

SKILL and ABILITIES –

Strong oral and written communication skills

Ability to be relational and assist people in developing community

Organizational skills, with strong attention to detail

Ability to engage in and maintain social media

Flexibility

Basic computer skills

PREFERRED SKILLS

Prior outreach experience

Experience with communicating to and engaging groups

LANGUAGE SKILLS –

Some basic knowledge of Spanish a plus

PHYSICAL DEMANDS –

Ability to communicate verbally both in person and by phone. Position may require sitting for long periods of time while working at a computer or talking on the phone. Specific vision abilities required by this job include close and color vision. Ability to stand or walk for prolonged periods of time. Ability to stoop, kneel, bend, reach overhead, climb stairs, and lift up to 50 lbs.