



## Outreach Coordinator Position Description

### Position Summary:

Wisconsin Lutheran Chapel is seeking a full-time Outreach Coordinator who will work to make the Chapel a welcoming place and foster a spirit of Christian community while working in harmony with the Chapel staff. This position will be responsible for organizing events and coordinating Chapel volunteers for Daily Devotion writing, meal preparation, etc. The ideal candidate should be outgoing, personable, and engaging and demonstrate passion and independence in their work.

### Position Responsibilities:

#### Student Outreach (60%)

- Recruit incoming students to be involved at Chapel (especially Freshmen)
- Promote the Chapel ministry to students, parents, congregations, high schools, and the Madison community
- Plan and execute student events
- Provide students with Biblical care and counseling
- Contact first time visitors and invite them to future events
- Follow up with students who have not attended recently to check in

#### Student Event Coordination (15%)

- Coordinate Life Groups at the Chapel and on campus
- Organize weekly meals for students
- Oversee Christian Faith in Action student organization

#### Volunteer Coordination (10%)

- Supervise student employees
- Organize daily devotion writers, event set-up/takedown, etc.
- Recruit welcome desk volunteers and Sunday treat volunteers
- Coordinate Triple Dollar Dinner and other special meals with food coordinator

#### Chapel Communication (10%)

- Prepare weekly Chapel Notes
- Communicate building closures through MailChimp
- Ensure information is shared through announcements at worship and other Chapel events

#### Financial Responsibilities (5%)

- Prepare the outreach budget
- Oversee costs for planned events

Adopt other responsibilities that align with values of the Chapel

(over)

## **POSITION SKILLS AND QUALIFICATIONS**

- Be open to flexible hours, including evenings and Sundays
- Hold a minimum of a bachelor's degree
- Possess a sound Biblical foundation and have a desire to grow spiritually
- Be a member of WELS/ELS in good standing
- Become a member of Wisconsin Lutheran Chapel
- Possess good personal and written communication skills, previous social media experience is preferred
- Understand the basics of counseling (or be willing to grow), previous counseling experience is preferred
- Have a heart for all people as souls loved by God and find joy in working in a multicultural ministry

## **How to apply for Outreach Coordinator Position at Wisconsin Lutheran Chapel - Madison, WI:**

Email your cover letter and resume to [wlchapel@wlchapel.org](mailto:wlchapel@wlchapel.org)