



# LOCAL OUTREACH DIRECTOR

## Full -Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. Supports OHC's discipleship pathway by equipping and supporting our congregation to courageously engage in Everyday Mission where the live, work, learn, and play. The staff member is responsible for overseeing and administering the implementation of the Local Outreach Ministry Plan.

### DEPARTMENT

Outreach

### REPORTS TO

Outreach Minister

### DIRECT REPORTS

Ministry Assistant:  
Volunteer Leaders

### WORK WEEK

Typically Monday -Friday,  
Some Sundays

### HOURS PER WEEK

40+

### FLSA

Exempt

### JOB CLASS

Professional

### MINISTER DESIGNATION

No

### DRIVING REQUIRED

Yes

### PRIMARY DUTIES AND RESPONSIBILITIES

1. Champions OHC's WORK and LEARN strategies for engaging local schools, workplaces, and ministry partners.
2. Develops, manages and sustains relationships with key local partners in the city with a particular emphasis on schools and workplace evangelism.
3. Plans, designs and implements local outreach initiatives for the OHC congregation to impact our city in key ministry areas.
4. Promotes and helps raise awareness of local outreach initiatives through OHC communication channels and social media. Works with the Creative Team to create brochures and web content for outreach events.
5. Works with Outreach team and volunteer serve team leaders to recruit, train and mobilize volunteers for local serve projects. Helps ensure effective and timely volunteer screening and onboarding.
6. Assists with equipping classes and training for leaders and teams.
7. Monitors local ministry impact and reports key wins, challenges, and opportunities for deeper engagement. Conducts serve event evaluations with partners, team leaders and participants.
8. Manages and oversees the development and administration of the Local Outreach budget, estimates funding for resources, monitors and approves expenditures, and recommends adjustments as needed. Provides impact reporting as needed.
9. Works with Outreach team and other departments to support integrated discipleship and educational initiatives.
10. Attends and participates in departmental and staff meetings as required.
11. Other duties and responsibilities as assigned.

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### OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Relational Values.
7. Attends Membership Class and becomes a member within three (3) months of employment.

### MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited university.
2. Two (2) years of experience overseeing and administering volunteer or community service programs, professional fund raising, community relations, or related field. Local or global missions outreach experience on a church staff preferred.
3. Valid Texas 'C' Driver's License (within six months of employment).

### KNOWLEDGE AND ABILITIES

1. Knowledge of and confidence in their own identity in Christ and specific calling in Kingdom ministry.
2. Knowledge and awareness of their own spiritual gifts, talents, passions and weaknesses.
3. Knowledge of God's Word and Christian biblical foundation and principles.
4. Knowledge and experience in strategic thinking and planning.
5. Knowledge and experience in people and project management principles, administration practices, organization techniques, and methodologies.
6. Knowledge of budget development, expense tracking/reporting and administration.
7. Knowledge and experience in relational intelligence, grace, and cross-cultural sensitivity.
8. Knowledge of computer office applications and equipment.
9. Knowledge of English grammar and vocabulary.
10. Ability to build and promote a team culture through relationships, collaboration and teamwork.
11. Ability to build trusted credibility and shared ownership within the team.
12. Ability to model proactive truth in love conflict resolution.
13. Ability to develop leaders and team members for effective ministry.
14. Ability to multitask and be aware of details.
15. Ability to plan, organize projects and prepare detailed reports and presentations.
16. Ability to work independently with limited supervision.
17. Ability to communicate clearly and effectively through both verbal and written means.
18. Ability to establish and maintain effective working relationships with elders, staff, members, and ministry volunteers.
19. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

### PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

**REVISED:** July 2025