

**Keawala'i Congregational Church  
United Church of Christ (USA)**

**POSITION DESCRIPTION**

**Job Title:** Outreach Coordinator

**Reports To:** *Kahu*/Pastor

**Date Position Is Available:** June 1, 2017

**Summary**

This position works with the *Kahu*/Pastor and members of the Outreach Committee. The primary duty of the coordinator is receiving and presenting all grant requests from individuals and/or families who are residents of Maui County, including the islands of Maui, Moloka'i and Lāna'i.

**Hours**

Six (6) hours per week. Each month the employee will submit a monthly time sheet to the *Kahu*. Hours worked in any week may not exceed 19 hours.

**Compensation**

An annual salary of \$4,410.00 payable on the fifteenth and last day of the month.

**Essential Duties & Responsibilities**

- Receive all requests for grants from individuals and/or families who are residents of Maui County, including the islands of Maui, Moloka'i and Lāna'i.
- Interview all potential recipients utilizing the intake form developed by the committee.
- Use due diligence in verifying the reliability of all persons making a request. This may include calling a landlord to verify that the person is a renter; checking with health care providers on medical bills; contracting the appropriate utility company regarding outstanding expenses, etc. All persons making a request will be informed that this is a part of the process and should furnish copies of the lease or bill that is to be paid.
- Follow-up on requests when the information received is incomplete. Keep all information on file for each request that is given a reference number. This may include a copy of the lease, the check, the letter written and any other documentation.
- Prepare a summary sheet with details of each request received for the month that is coded by number. For example: #15-103. The first two numbers represent the year.

The summary sheet will be reviewed by *Kahu*, then emailed to each committee member prior to the committee meeting. For reasons of privacy and confidentiality no one requesting assistance will be identified by name.

- Present grant requests to the committee at the next scheduled meeting for review and action.
- Do all the follow-up work once a request is approved including the submission of check requests and the preparation of a cover letter to accompany each check that is issued to a company, landlord, etc.
- Make certain that check requests for rent payments include a Federal Tax Identification Number of the landlord. In some instances, a Social Security number may be needed.
- Document the name of a contact person if a referral is made by another religious or community organization.
- Partner, whenever possible, with other religious and community organizations in providing shared support.
- Notify all persons who requested assistance to inform them of the decision made by the committee.
- Write a thank you letter for all thank you cards and letters that are received from grant recipients and keep them on file.
- Update file of people that received grants each month. Check all requests to see if they are repeat requests being made by the same person within the last three years. Such requests will be deemed ineligible for consideration and support.
- Update and maintain the listing of potential partners and the listing of social service agencies and organizations with addresses, contact people and contact information including email addresses and telephone numbers.
- Update the Local Mission Fund brochure in consultation with *Kahu*.
- Keep accurate files.
- Maintain anonymity of all persons requesting assistance.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Education: A high school diploma or college degree.

**Work Environment**

The primary work environment will be “at home.”

**Personnel Information**

As a Casual, Part-Time employee, no employee benefits, such as pension, health insurance, vacation and sick leave pay are included with this part-time position.

If hired, the employee shall comply with policies contained in the Church Employee Personnel Handbook, and any revisions made to it.

**Review**

There will be a 3-month probationary period, starting from the first day of employment, during which time the employee will be evaluated for suitability for ongoing employment.

The Personnel Committee in consultation with the members of the Outreach Committee and the *Kahu* shall be responsible for evaluating the Outreach Coordinator’s performance.

_____	_____
Chairperson, Board of Trustees	Date
Keawala‘i Congregational Church	

_____	_____
Employee (Print)	Date

_____	_____
Employee (Signature)	Date

**Filename: Position Description for Outreach Coordinator**