

First Presbyterian Church of Houston

EVANGELISM COORDINATOR

POSITION SUMMARY

The Evangelism Coordinator fosters community development and serves as a resource to schedule, plan, and execute special events and programs for Evangelism. The primary focus of this part-time position is to meet the hospitality needs of members and guests for these events and manage the behind the scene logistics for the events.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Follow the Evangelism training modules at FPC which focuses on relational evangelism.
- Manage logistics of Evangelism events with a focus on creating a safe invitational space for visitors to come experience the community. A number of these events happen on weekday evenings and on Saturdays.
- Comfortable promoting Evangelism events on social media (especially MeetUp.com).
- Plan and manage the event logistics for training events in our Evangelism programs.
- Complete other tasks and special projects as assigned.
- Engage with event, communication, media teams to coordinate the logistics in the promotion and the execution of the events.
- Manage the logistics of the outreach team meetings.
- Provide Admin support, managing bills and reimbursements etc.
- Work within the framework of established policies and serve as a spokesperson for the church.
- Demonstrate commitment to the mission and vision of First Presbyterian Church and the tenets of Christian living, including a Christian testimony.
- Available to work a varied schedule that includes evenings, some weekends, and Christmas holidays on a rotation basis.
- Manage multiple tasks under tight deadlines

QUALIFICATIONS

Education & Experience

- College degree preferred, or an equivalent of education plus relevant experience in an office environment. Education beyond high school may count towards experience.