



## **JOB DESCRIPTION**

### **Coordinator of Outreach**

**Full-time Position; nonexempt**

**EMPHASIS:** Build relationships and partnerships with churches, organizations, and other ministries to support the ministry of Lutheran Braille Workers and achieve the mission of the organization.

**REPORTS DIRECTLY TO:** President of Lutheran Braille Workers

#### **PRINCIPAL RESPONSIBILITIES:**

##### **I. Outreach**

Support and provide resources to Ministry Outreach Centers.

Facilitate and encourage integration of the blind in local churches.

Train blind leaders for new outreach and coaching endeavors.

Speak to churches/interested groups about the work of LBW and the means of integrating blind and low vision people into their worship and fellowship.

Participate in interviews about LBW on any podcast, radio, print, or other opportunities made available.

Exhibit and speak on behalf of LBW at ministry, medical, and blindness-related conferences.

Meet with blind preschools, early intervention programs, and advocacy groups about new or neglected needs among the blind or visually impaired.

##### **II. Partnerships**

Develop relationships between LBW and other ministries with the blind and visually impaired.

Develop relationships between LBW and ministries with new accessible tools with the goal of integration if possible and helpful.

Adopt tools and methods from ministry partners, with their permission, to more effectively reach and assist the blind or low vision persons.

Generously trade information, assistance, and representation with ministry partners.

- III. **ADDITIONAL DUTIES:** There are a number of tasks within or outside the department that the employee will be expected to perform including but not limited to: attending conventions and conferences on behalf of LBW, coming to headquarters at least once per quarter, assisting with advancement tasks (such as thank-you calls or donor visits), visiting Ministry Outreach Centers, and helping with servant events; a significant amount of time will be spent making phone calls and communications. Some overnight or weekend travel will be required.

**MINIMUM QUALIFICATIONS:** Must be a Christian with a passion for ministry, sharing the Gospel, and serving the community of people who are blind or visually impaired. Five to seven years of experience in church relations, corporate relations, or advancement functions preferred. An understanding of church polity and structure is preferred. Must be an organized self-starter with the ability to create, develop, and execute strategies in partnership with the President and Board of Directors. Experience with blindness or sight impairment and a passion for working alongside the blind or sight impaired is required. Must have the ability to communicate verbally with donors, volunteers, churches, and other organizations in a positive, professional manner. Must be able to write in a mature and professional manner. Must be able to lift up to 50 lbs.

**PREFERRED QUALIFICATIONS:** Bachelor's Degree or equivalent work experience in business, leadership, fundraising, communications, or church work.

**COMPENSATION, BENEFITS, & SCHEDULE:**

Starting salary: \$22 per hour. Nonexempt.

Benefits: Medical, vision, and dental covered 100% for employee at benchmark plan. 401(k) available with company matching.

Schedule: LBW operates on a 9/80 system. This position may be remote, and if so, the employee is encouraged to visit headquarters once per quarter, especially for board meetings and Staff Fellowship Events.