



Department: Missions & Outreach

Supervisor: Director of Care Ministry

Position Summary: The Missions & Outreach Director will pursue Fair Oaks Church's vision to equip and develop leaders to serve others in our local community and around the world as expressions of God's love in tangible, relevant, and life-changing ways.

Responsibilities

- Recruit, inspire and train team leaders and mobilize volunteers for outreach efforts/programs
- Review, evaluate, and guide church outreach strategy for local and global partnerships
- Build & maintain relationships with ministry/missionary partners
- Oversee short-term mission trips (application process, trip planning, leader training, etc.)
- Oversee planning and execution of missions/outreach related events, service projects and fundraisers
- Understand and identify needs in the community and how Fair Oaks Church can be engaged in service
- Participate in Staff Prayer (weekly).
- Participate in All Staff (monthly).
- Other duties as assigned by supervisor.

Job Requirements

- A growing Christ follower and active participant in the life of Fair Oaks Church
- Experience in recruiting, developing, motivating volunteers.
- Collaborative, relational and effective communicator.
- Ability to plan, organize, and implement mission trips and special events.
- Ability to coordinate, plan, and organize fundraisers to support mission needs.
- Strong organizational and administrative skills.

Work Schedule: Full-time, includes Sundays, evenings, special events, holidays, and mission trips.

Job Status: Full-time, ministerial exempt.

Compensation: Fair Oaks Church provides compensation commensurate with other churches with similar positions. We offer a competitive package with an annual salary range equivalency of \$45,000 - \$65,000 as well as health (medical, dental), and vacation. Determination of placement in the salary range will include consideration of academic degrees, training, and experience.

Application Process: Please submit a cover letter and resume which includes the following information:

- Employment history
- Educational training
- Church history/ministry experience

In addition, please include a written response to each of the following:

- Share your personal Statement of Belief and spiritual journey.
- Describe an experience that illustrates your passion for missions and outreach.
- Why do you feel God might be leading you to this position at Fair Oaks Church?

Application Information: Send cover letter, resume, and additional written responses to jobs@fairoaks.church