



Oregon Conference of Seventh-day Adventists

Position: **Community Outreach Coordinator** *Employment Category:* **Full-time, Exempt**

Department: **Education**

Work Location: **Gladstone, Oregon**

Reports to: **VP for Education**

Job Overview: The Education Department oversees 32 schools in the Oregon Conference. The person in this position will provide a unique ministry that trains our students to get involved in community outreach and strengthens the relationship between our schools and churches with the goal of moving students closer to Jesus and to follow His Ministry and His example of meeting the needs of our communities. “Pure religion is this: to visit the widows and orphans,” James 1:27.

Responsibilities: The Community Outreach Minister’s responsibilities will include, but are not limited to the following:

- Develop within the K-12 students of the Oregon Conference a working knowledge of how to best reach their community with the Good News of the Gospel.
- Develop and implement age appropriate curriculum for K-12 schools within the Oregon Conference to foster students to meet the needs of their communities.
- Work closely with area SDA Pastors to coordinate outreach events between local SDA Churches and Schools.
- Go onto the school campuses and teach the students in a classroom setting how to access the needs of their community and to meet those needs according with age appropriate parameters. Actively involve the students in community outreach activities with the goal of sharing the love of Jesus with their friends and neighbors.
- Develop an overall scheduling plan to teach all the students within our Oregon Conference Schools. This would include spending scheduled time on each campus and setting goals and guidelines for the students and keeping in contact to check on continued progress and success.

Education/Experience: Four-year college degree strongly preferred in either education, religion or theology. Experience with the Adventist education system and/or previous leadership in youth-young adult ministries is desired.

Employment Conditions: 90% of the Community Outreach Minister's time would be spent on school campuses. Travel would include all Conference schools.

Compensation: The position has a wage range from \$3,857 up to \$4,522 plus cost of living. Travel and lodging expenses are all covered. Health care coverage (medical, dental, vision, and prescription); basic life and long-term disability; 403(b) retirement plan participation (including employer contributions); and the option to voluntarily purchase supplemental life insurance, personal accident insurance, long-term care insurance, and Aflac coverage through payroll deduction.

Other: The Oregon Conference hires Seventh-day Adventist church members in regular standing based on religious preferences permitted by the United States Constitution and controlling law. We are looking for someone passionate to work with young people, our educators and pastors, and a calling to support the mission of sharing the Gospel in new and creative ways.

To apply, please complete the General Employment Application available on the [Oregon Conference website](#) and submit your cover letter, application, and resume to the following address:

**Oregon Conference
Attn: Human Resources
19800 Oatfield Road
Gladstone, OR 97027**

Or

**You may send your application via e-mail or fax to
Keri.self@oc.npuc.org
(fax) 503.850.3410**