**Outreach Director**

**Reports to: President**

**Job Summary**

The Outreach Director creates and implements a comprehensive strategy to engage, nurture and influence local youth groups and unchurched teenagers. This position is responsible for creating, planning and executing life changing events that are designed to attract students to Ground Zero (GZ). Through the oversight of the GZ venue and operations, this staff member will create a safe, efficient environment that facilitates relationship building with local youth groups, unchurched teenagers and their families. This staff member’s organizational and exceptional communication skills will ensure that local youth groups and unchurched teenagers are reached through the excellence of GZ events.

**Essential Functions of Job**

* Collaborate with GZ staff to create, plan and implement inspiring and life changing ministry to teenagers.
* Embrace Ground Zero's mission, core values, and strategy
* Honor ministry policies outlined in Ground Zero Handbook
* Raise and maintain personal ministry partnership support
* Perform other duties as requested by the President of GZ.
* Cultivate awareness about Ground Zero in the community
* Understand every staff member has a role in advancement

**Outreach**

* Work with President, Outreach Director and Marketing & Communications Director to plan outreach events that will attract students and youth groups.
* Develop a strategy for reaching, influencing and engaging unchurched teens.
* Plan, organize and oversee weekly GZ outreach.
* Plan and oversee summer concerts on the boardwalk.
* Plan, facilitate and manage all of the logistical aspects of GZ events and concerts.
* Serve as liaison for visiting artists/speakers and provide logistical support by arranging travel, securing local accommodations and facilitating all event requirements.
* Create a “wow” experience for visiting artists/speakers to ensure all their needs are met, that they are appreciated and leave with a memory of a great GZ experience.
* Retrieve, organize and set up event supplies as needed.
* File application and work with city officials to secure required permits for GZ events.
* Secure off duty officers for events when needed.
* In the spirit of excellence, plan, organize and oversee GZ events and ensure venue is setup and ready whenever the doors are open.
* Participate in planning and provide logistical support for all GZ Advancement Events.

**Leadership Teams**

Responsible for the organization and oversight of leadership teams:

* Safety
* Interaction