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St. George's
Episcopal
Church

May 13, 2026

Position Description

Position Title: Mission and Outreach Coordinator

Position Classification: Part-time, Non-Exempt

Benefits: Paid time off (vacation and sick time), pension, work from home

Supervision: The Mission and Outreach Coordinator (MOC) works under the supervision of the Rector (executive pastor).

Work Schedule: Typically 20 hours per week. Schedule is flexible, however, weekly presence at Community Dinner (Monday afternoon and evening) and The Table (Tuesday morning and early afternoon) required. Flexibility to work from home in collaboration with supervisor.

Position Overview: The Mission and Outreach Coordinator (MOC) provides administrative and logistical support for key outreach ministries at St. George's. They support and encourage lay volunteers, empowering them to live into their call to minister to others.

Qualifications and Skills:

- Organized, with keen attention to detail
- Experience working in community-based organizations (churches, non-profits, etc.)
- Excellent relationship-building, teamwork, and overall people skills
- Leadership experience with volunteers
- Excellent verbal and written communication skills
- Working knowledge of Microsoft Office including Word, Excel, and Outlook

Duties: The MOC is responsible for specific tasks in the following areas:

1. Volunteer Coordination
2. Program Administration

Volunteer Coordination

- Oversee scheduling of volunteers for The Table (market style food pantry) and weekly Community Dinners.
- Coordinate with volunteer gleaners to ensure food donations are picked up and stored properly
- Serve as point of contact for Community Dinner groups, both internal and external, that cook on Mondays
- Attend Monday Community Dinners to provide support to volunteers, while modeling a non-anxious presence
- Attend The Table market style food pantry on Tuesdays and supports volunteer leaders

Program Administration

- Ensure invoices for The Table and Community Dinner are processed in a timely manner
- Serve as church point of contact for Table partners (Virginia Community Food Connections, The Community Foundation, Germanna Community College, etc.).
- Administer seasonal outreach offerings, such as Christmas Breakfast ministry, Angel Tree, Rally for Service Sunday, and School Dressing Days, by supporting lay volunteer leadership
- Serve as staff liaison to the Mission and Outreach Ministry Hub

To apply for this position, email resume and cover letter to: apply@stgeorgesepiscopal.net.