
ROLE DESCRIPTIONS

Northeast Outreach Staff

- Tomara Brown – Outreach Team Lead
- Rosemarie Arsenault – Administrative Assistant
- Madison Atkinson – Global Outreach Director
- Kris Eldridge – Local Outreach Pastor
- Leslie Bowman – Outreach Associate
 - Leads two of Northeast’s three church-wide blitz days – Eggstravaganza and Lifeline meal pack
 - Cross 9th initiative and assists Kris with local nonprofits

Primary Contacts on the Outreach Team

- Rosemarie
 - Budget related items or requests, events at nonprofits
 - Rosemarie.arsenault@necchurch.org; Cell 502-212-5248
- Madison
 - Volunteer opportunities, Northeast social media, and story portal
 - Madison.atkinson@necchurch.org; Cell 812-207-4015
- Kris
 - Seeking advice or guidance, need help communicating with nonprofit, general needs, or questions
 - Kris.eldridge@necchurch.org; Cell 404-423-7335

Non-profit Liaison

Vision: The vision for our Outreach Non-profit Ministry is to unleash the love of Jesus on the staff and clients at our partner organizations.

Ministry: Outreach Non-profits

Description: The Non-profit Liaison is the local presence of Northeast and the essential communicator with the non-profit's leadership. They are to foster the support, growth, and development with one of our nonprofit partnerships. We are there to support and encourage the staff and serve the clients. The Liaison role is designed to be the direct connection between Northeast and the non-profit we wish to serve. This person acts as a "nerve ending" of sorts, assessing the needs of the organization and communicating those needs back to Northeast.

Position Title: Non-profit Liaison

Specific Responsibilities:

1. Constantly look for opportunities to grow and improve our partnership with the non-profit he/she is responsible for.
2. Build a relationship with the Director and other administrative staff and find opportunities to help.
3. Communicate with the Outreach Pastor / Outreach Volunteer Coordinator regarding the primary needs of the organization, larger opportunities or challenges you need help with.
4. Assist the Outreach Pastor in developing the vision for the relationship
5. Be present at quarterly/bimonthly liaison team meeting to share ideas, stories & communication.
6. Connect Northeast volunteers with serve opportunities at your partner organizations.
7. Pray for your non-profit; assist with prayer initiatives.
8. Help the Outreach Pastor assess the effectiveness of our service

Time Commitment: Varies

Responsible to: Local Outreach Pastor / Outreach Volunteer Coordinator

Training provided: Regular direction and ministry accountability provided by Local Outreach Pastor and Outreach Volunteer Coordinator

Length of commitment in this position: 24 months

Total number of people needed to fill this position: 1-3 per non-profit