

E&FF Outreach Assistant

- \$15/hour
- 10-12 hours/week
- Position starting: when available after August 1
- Apply by submitting a resume and cover letter to:
 - duluthcathedral@gmail.com with “Outreach Assistant Application” in the subject line of the email
 - or, mail/drop off a hard copy to:
2801 E 4th St.
c/o Outreach Assistant Application
Duluth, MN 55812

Objectives:

Relational ministry (3 hours a week):

- use these hours to do outreach to students (grace period for awkwardness at beginning) in an event setting or in a more private setting depending on the needs
 - must follow all Safe Environment guidelines which includes having a second adult on hand and documenting each private meeting
- can be applied to impromptu events/youth requests and thus require flexibility in schedule

Attend all official calendar events (2-8 hours/week):

- present at all RE/SS, youth groups, young adult and evangelization team events and interacting with people and helping with event set up and tear down
 - If unable to make an event, time planned to be at the event can be used in preparing volunteers or other staff to fulfill the needs (interacting with people, set up, tear down)

Office hours (1-7 hours/week (prioritize presence at events first)):

- develop and carry out event promotion plans (following best practice for posters, social media, and calling families)
- office tasks such as printing or making copies for promotional or informational packets,
- team meeting to discuss weekly goals and what worked, what didn't, and how to make future steps for success
- do depth chart analysis of relationships using personal insight and DL input