



# CHURCH AMBASSADOR JOB DESCRIPTION

## MISSION

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“Helping people, encouraging reconciliation, and connecting them to the local Church.”

## POSITION DESCRIPTION

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A part-time volunteer position serving as a champion for Serve Moses Lake within your local church congregation.

## OVERALL REQUIREMENTS

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It is our desire to serve the community of Moses Lake with the love of Jesus Christ. To do so, we believe that each volunteer should meet a few requirements:

- Complete volunteer application- available at office or on website
- Meet with Executive Director
- **Need to have a personal relationship with Jesus Christ as Savior.**
- **Need to be worshipping at a local, biblical church.**
- Need to be personable, friendly, kind and non-judgmental toward “clients”.
- Need to be flexible, able to work with other volunteers (from various churches) and able to receive instructions.
- Need to have good communication skills.

## AMBASSADOR DUTIES

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- Be a champion for Serve Moses Lake in your local congregation by keeping an open line of communication between our office and your church.
- Be knowledgeable of the ministry and able to speak with confidence about SML’s mission and vision.
- Promote SML events (Back-2-School, Benefit Concert) and specific donation needs at your church.
- Depending on size/set-up of your church, host a SML table or make announcements during weekly services.
- Promote SML via your church’s communications outlets- social media, website, newsletter, etc.
- Meet quarterly with director and other ambassadors

## **TIME REQUIREMENT**

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The time requirement will vary based on the time of year (time requirement will increase during preparation for an event) and size of your church congregation. Most of the job duties can be performed in accordance with your personal schedule.

## **TRAINING AND RESOURCES**

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You will be trained and mentored by the Chief Ambassador or the Executive Director. You will work closely with the Chief Ambassador who will be available to help guide you through your work. The Director of Communications will also be available to you as a resource for assistance with creating promotional material and social media/online communication.

## **QUALIFICATIONS, SKILLS, AND GIFTS**

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- Organizational and communication skills
- Commitment to volunteer ministry
- Ability to motivate people
- Outgoing and creative

## **BENEFITS TO THE WORKER**

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Increase your network of friends and connections within the local church body. Expand your knowledge and understanding of the ministry of Serve Moses Lake and the needs of the most vulnerable people within our community. This is a unique opportunity to help broaden the reach of SML within the local churches and give opportunity for those in your church to respond to our community's specific needs. Utilize your own passion and gifts for helping others with a flexible time commitment to fit your schedule.