

**EXTERNAL ADVERTISEMENT
PERSON SPECIFICATION**



Outreach Coordinator

DEPARTMENT	Wholeness - Outreach	REPORTING TO	Executive Program Manager
CONTRACT TYPE:	Contract	APPOINTMENT DATE	ASAP
PURPOSE	To build relationships with the community.		

MAIN JOB ROLES AND RESPONSIBILITIES (INCLUDES BUT IS NOT LIMITED TO)	COMPETENCIES (SKILLS, KNOWLEDGE AND ABILITY)
<ul style="list-style-type: none"> · To build relationships within the community · To teach children, teenagers and young adults. · To administrate the outreach ministry budget · Report on activities within ministry · Plan, organize and initiate specific projects 	<ul style="list-style-type: none"> · Excellent relationship building and maintenance skills · Excellent communication skills · Taking initiative · Strategic thinking · Conflict resolution skills · Counseling skills · Project management skills · Creative
EXPERIENCE	QUALIFICATIONS
<ul style="list-style-type: none"> · 3 years experience within a similar environment 	<ul style="list-style-type: none"> · Grade 12 · Drivers license · Relevant qualification will be an advantage

Should you wish to apply for this vacancy, please complete an application form and submit together with your CV to jaconette@pen.org.za or phone **012 323 6688** by no later than **29 February 2012**.