



ALL SAINTS' CATHEDRAL - NAIROBI

Vacancy Announcement: **Coordinator: Evangelism and Outreach**

All Saints' Cathedral is seeking to recruit a **Coordinator: Evangelism and Outreach** who will ensure the effective planning, coordination, and administration of Evangelism and Outreach related activities within the Evangelism and Outreach Department. This role supports the Head of Evangelism and Outreach in the planning, coordination, implementation, monitoring, and reporting of evangelism and outreach programs. The position is responsible for ensuring the smooth execution of departmental activities, stakeholder engagement, volunteer coordination, and administrative support to advance the Cathedral's evangelism and outreach mission.

The **Coordinator reports** to the **Head of Evangelism and Outreach**

Key Responsibilities

1. Outreach Planning and Coordination

- Coordinate the implementation of evangelism and outreach activities targeting schools, colleges, universities, prisons, police, Boda Boda operators, street children, and other community groups.
- Support the planning and execution of missions, campaigns, and community engagement initiatives.
- Coordinate logistics, schedules, venues, and resource requirements for departmental activities.

2. Volunteer Coordination

- Assist in recruiting, organizing, and maintaining a database of the department volunteers.
- Coordinate volunteers involved in evangelism activities and maintain volunteer records.
- Assist in organizing volunteer training, orientation, and deployment.
- Support ministry teams participating in evangelism initiatives.

3. Church Planting and Ministry Expansion Support

- Assist in collecting and analyzing information on potential church planting locations and evangelism opportunities.
- Support the coordination of church planting activities and follow-up initiatives as directed by the Head of Department.

4. Community Engagement and Outreach

- Coordinate community initiatives that support evangelism and outreach.
- Facilitate engagement with beneficiaries, community leaders, and ministry partners.
- Represent the department in community forums when delegated

5. Scholarship and Resource Administration

- Support the administration of scholarship programmes, including documentation, beneficiary records, and reporting.
- Assist in monitoring resource utilization and maintaining accountability records.

6. Mission Month Coordination

- Coordinate the planning and implementation of All Saints' Cathedral Mission Month activities.
- Support communication, volunteer mobilization, logistics, and reporting for Mission Month programmes.

7. Administrative and Budget Support

- Assist in preparing departmental work plans, activity schedules, and budgets.
- Process requisitions and follow up on procurement and payments for departmental activities.
- Maintain departmental records, correspondence, and filing systems.

8. Participation

- Participate in evangelism, discipleship, and outreach activities as assigned.
- Support worship services, training programmes, and ministry events where required.

9. Monitoring, Evaluation, and Reporting

- Collect, compile, and maintain data on evangelism activities and outcomes.
- Track departmental performance indicators and support programme evaluations.
- Document success stories and lessons learnt.
- Prepare periodic reports, statistics, presentations, and departmental updates

Skills Required:

- Strong planning and organizational skills.
- Excellent interpersonal and communication skills.
- Ability to coordinate multiple activities simultaneously.
- Report writing and data management skills.
- Teamwork and relationship management.
- Proficiency in Microsoft Office applications.
- Commitment to Christian values and the mission of All Saints' Cathedral
- Experience working with churches, faith-based organizations, educational institutions, or community programmes will be an added advantage.

Academic qualifications

- Diploma in Theology, Community Development, Social Sciences, Education, Project Management, or a related field. (Training in theology will be an added advantage).
- Certificate in Anglicanism
- At least 3 years' experience in Ministry coordination.
- Must profess faith in our Lord Jesus Christ

Application details

If your qualifications and experience align with the requirements of this position, please submit your application and a detailed CV, accompanied by copies of your academic and professional certificates, testimonials, and the names of three referees.

The Provost,
All Saints' Cathedral Nairobi
P.O Box 40539-00100 Nairobi.

Or

Via e-mail address: hr@allsaintsnairobi.org

Or

Dropped at our offices

Applications to be received on or before **18th September 2026**

Only shortlisted candidates will be contacted.

All Saints' Cathedral is an equal opportunity employer