

Second Presbyterian Church
Job Description Posting for Church Ministry Coordinator

Summary:

- The Church Ministry Coordinator will work collaboratively with the staff and councils to resource and support programming of the church and to bring ideas for future programming consistent with the church vision and mission to the clergy and lay leaders. The successful candidate will be a self-starter, detail oriented, organized, strong communication skills, capable of working within systems and comfortable working in a Presbyterian (USA) environment.
- Reports to: Head of Staff and Personnel Committee

Responsibilities:

1. Mission

- a. Foster networks and maintain relationships with mission partners
- b. Increase community mission outreach
- c. Organize mission events
- d. Recruit and organize volunteers
- e. Develop fund raising activities for Mission
- f. May write grants to support Mission activities

2. Administration

- . Manage church calendar of events
- a. Provide office administration support, as needed
- b. Supports boards and councils, as requested

3. Coordination

- . Work collaboratively with staff and councils to develop programming
- a. Coordinate and manage congregational events in collaboration with councils
- b. Build and maintain volunteer base for councils
- c. Serve as connecting link to councils to create a “team” approach to church programming
- d. Attend council meetings, as needed

4. Curriculum and program development

- . Research and recommend
 - i. faith based curriculum and program for all ages
 - ii. racial equity and justice programming
 - iii. ideas for future programming consistent with the church’s vision and mission

5. Technology Support

- . Oversee use of live streaming platform (eg, Zoom, Facebook Live, etc) and audio visual equipment to facilitate live streaming of worship services and church events

Requirements:

- Experience in areas such as event organizing, mission activism, community programming
- Ability to network and coordinate with community mission partners
- Experience with word processing, spreadsheets, social media and ability to learn new technical skills
- Simple graphic design skills, preferred

- Excellent communications skills and an ability to work with a diverse community of volunteers
- Ability to operate within a preset program budget
- Ability to manage public events and prioritize and meet deadlines
- Operate within the congregation's Safe Church guidelines
- Experience in grants-writing, education, or in managing vendors, preferred

Terms:

- Months: 12 months
- Hours: This is an hourly, full time non-exempt position, with a work week of 35 hours per week. While there is some flexibility in scheduling to allow for attendance to evening and weekend meetings, schedule should be communicated in advance with other staff and may require some office coverage during designated church office hours. Sunday mornings are frequently required. Some other evening and weekend events are required.
- Compensation: Hourly commensurate with experience; range \$19/hourly-\$23/hourly, with benefits

Annual Performance Evaluation:

- Head of Staff and Personnel Committee