

First Congregational Church of Blue Hill, UCC

Job Description Program Coordinator

Summary: The Program Coordinator will work collaboratively with the Senior Minister and Lay Leaders to resource and support programming of the church, to include but not limited to faith development (all ages), fundraising, community outreach, and justice and witness, and to bring ideas for future programming consistent with the church vision and mission to the pastor and lay leaders. The successful candidate will be a self-starter, capable of doing research, and comfortable working in a progressive Christian environment.

Reports to: Senior Minister

Provides support to: Senior Minister, Lay Leadership Teams

Requirements:

- Experience in areas such as event organizing, grassroots activism, youth programming.
- Experience with word processing, spreadsheets, social media and ability to learn new technical skills.
- Simple graphic design skills are a plus.
- Excellent communications skills and an ability to work with a diverse community of volunteers.
- Ability to operate within a preset program budget.
- Manage public events, including concerts and talks; ability to prioritize and meet deadlines.
- Operate within the congregation's Safe Church guidelines.
- Coordinate with volunteer leaders and resource lay initiated programs; maintain time commitment boundaries.
- Research and recommend appropriate curriculum and program resources.
- Experience in grants-writing, education, or in managing bids and vendors would be a plus.
- The Program Coordinator is part of a small and collaborative team. While working primarily with the Senior Minister, the coordinator will sometimes meet with lay leadership teams.

Months: 12 months

Term: Part-time annual employment

Hours: 12-15/wk., flexible, may require some evening and weekend events

Employee Benefits: Salary \$15-18 per hour based on skill and experience

Employer's Expenses: 7.65% Social Security/FICA and Worker's Compensation Ins.

Hired by: Trustees (on recommendation of Deacons and the Minister)

Annual Performance Evaluation: Minister, Trustees, Deacons