

## **Program Coordinator Job Description**

The Center: Where Compassion Meets Justice (a mission initiative of the Presbytery of Baltimore) is seeking a Program Coordinator to plan and lead service-learning programs with church groups, and to work with the Executive Director in all other administrative functions. The Program Coordinator will organize and coordinate all summer service-learning/mission weeks, running from June-August, as well as mission experiences during the school year (primarily weekends and fall/spring/winter breaks).

The Program Coordinator will have primary responsibility for ensuring successful mission experiences for all groups, and will work closely with the Executive Director and summer seminary interns in coordinating the day-to-day logistics and overall needs of the program. The Program Coordinator will oversee registration process, planning for and communicating with all visiting groups regarding schedules, logistics, and programs, and will have primary responsibility for ensuring the successful completion of each mission experience. In addition, the Program Coordinator will work with the Executive Director in planning and leading educational programs, worship services, and times of theological reflection for middle and high school youth and adults.

The ideal candidate will be comfortable working in a fast-paced, collaborative environment, and will be able to handle multiple projects simultaneously with an attention to detail. Additionally, successful candidates will be skilled at working with people from a variety of neighborhoods, cultures, ethnic and racial groups, and theological perspectives.

### **Program Overview**

The Center is a mission initiative of the Presbytery of Baltimore that works with churches to help them engage in their neighborhoods. Through hosting church groups from Maryland and all over the country for mission experiences in the Baltimore metro area, The Center provides experiential learning opportunities for people of Christian faith to learn how to engage in their local communities. Groups participating in The Center's mission experiences are partnered with local congregations who are engaged in their neighborhoods. The local congregations then serve as "teaching congregations" for our visiting church groups, and the visiting groups provide our local partner congregations with extra hands and feet to accomplish special initiatives that require extra volunteers.

The Center's program emphasizes God's call to people of faith to cross the boundaries that divide people from each other, to be in relationship with others. Both our hands-on mission experiences and our educational programs incorporate this emphasis.

For more information, visit The Center's website: [www.thecenterbaltimore.org](http://www.thecenterbaltimore.org)

## Responsibilities

- In consultation with the Director, manage all on-the-ground summer mission weeks, running from June-August. Duties will include: collaborating with summer staff on all logistics and programs for visiting groups; managing any facility-related issues or repairs; and generally ensuring that all summer programs run smoothly from operational and program perspectives.
- Manage year-round registration process for all groups signing up for mission experience programs. Includes maintaining registration instructions and forms on website, updating registration calendars, setting up and managing registration database, and tracking receipt of all payments and forms required for each group. Also includes fielding inquiries and questions from potential groups and registered group leaders.
- During summer mission weeks, work with Summer Administrative Coordinator to: manage and track receipt of all forms and payments; place and receive all grocery orders; and compile all leaders' binders in advance of group arrival. Program Coordinator will be solely responsible for these duties for all mission programs during the school year.
- Work with Director and Steering Committee to write curriculum materials and create worship liturgies and devotional materials for mission programs. Curriculum materials will incorporate missional theology, bible study, and opportunities for reflection and processing hands-on mission experiences. Liturgies will include opening and closing worship for mission weeks, and services of evening prayer for weekend mission experiences.
- Work with Director and (during summer mission weeks) summer intern staff to plan and lead educational programming for visiting groups.
- Create and lead process for evaluating all mission experience programs.
- Work with Director to plan and carry out marketing efforts, including the creative use of social media and email marketing.
- Work with Director to maintain and make good use of database.
- Work with Director to plan and carry out fundraising efforts, including grant writing, individual donor appeals, and congregational fundraising.
- Work with Director to recruit building volunteers and plan volunteer work days to repair and maintain dormitory space.

## Qualifications

- Previous experience in nonprofit or church setting
- Solid knowledge of Bible and theology
- Previous experience teaching youth and/or adults
- Facility using social media
- Experience working with a constituency that is diverse in age, culture, theology, race, etc.
- Ability to work collaboratively and in a fast-paced environment
- Ability to work independently
- Excellent interpersonal skills
- Experience using Microsoft Word and Excel
- Experience with databases a plus
- Fundraising experience a plus
- Committed to working for social justice

**Salary and Benefits**

Salary is \$36,000 with full healthcare and retirement benefits

**How to Apply**

Send a cover letter and resume to:

Miss Good

[miss@annapolis-presbyterian.com](mailto:miss@annapolis-presbyterian.com)

The Presbytery of Baltimore is an equal opportunity employer; people of color are strongly encouraged to apply.