



JOB DESCRIPTION

Job Title: Program and Ministry Coordinator
Department: Non-Pastoral Employee
Reports to: Senior Pastor
Classification: Part-time

Church Description:

Located just outside Athens, GA, Faith Presbyterian Church (PCA) exists to make a kingdom impact for Jesus Christ in the world through the power of the Gospel, for the glory of God. Our mission is summarized in four words: Welcome-Worship-Walk-Witness. Our average attendance is 275, with two Sunday morning worship services at 8:30 AM and 11:00 AM.

Overall Responsibility:

The primary purpose of the Mission of the Program and Ministry Coordinator is to provide administrative support for the various programs and ministries of Faith.

Work Environment/Physical Demands:

This job operates primarily in a church setting but may also operate outdoors or in other locations, depending on the activity. Physical demand level is medium, as the Coordinator may be asked to help with tasks such as moving chairs or boxes. Intermittent sitting and standing with occasional lifting, bending, etc.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Marketing
 - Manage all marketing functions for the church
 - Create compelling communications
 - Develop integrated, consistent, and strategic communication across all internal and external channels including the website, social media, Faith Weekly, print marketing, and signage. This includes:
 - Manage our branding so that things are clear and consistent (colors, logos, fonts, etc.)
 - Creating promotional materials and managing promo schedules for all events, sermon series, etc. This includes creating the design in line with our branding guidelines, then creating materials from that design (web, print, billboard, etc.)

- Website and Social Media
 - Maintain church website
 - Maintain social media pages (Facebook and Instagram). Create regular, engaging content for our followers.
 - Manage Spotify account and create weekly playlists for worship and other occasional special playlists
 - Manage Mailchimp account and send Faith Weekly every week
 - Manage YouTube page (edit videos weekly to cut out everything but sermon and manage content)
 - Ensure building program is kept up-to-date on the website

- Communication
 - Provide support to pastoral staff and ministry leaders
 - Answer regular emails and inquiries
 - Stay in communication with ministries such as Christianity Explored, ESL, Fall Retreat, Missions Conference, Women’s Retreat, Sunday School etc.
 - Serve as the “Primary Admin” for Breeze (our member database)
 - Prepare the Sunday attendance spreadsheet in Excel

- Ministry Support
 - Provide administrative assistance to Christianity Explored, ESL, VBS, Fall Retreat, Missions Conference, Women’s Retreat, and Sunday School
 - Present at Faith Explored as well as find hosts and order food
 - Implement effective follow-up for events, including volunteer feedback and post-event debrief with key stakeholders
 - Develop and maintain required forms and documentation in accordance with Faith’s Safe Church Policy
 - Manage some aspects of HR administration, including recruiting and occasionally write policy
 - Participate in the implementation of major events such as Ministry Kickoff, Christmas, and Easter
 - Assist with special projects/events as needed such as the shepherding committee, Pray for Me, officer nominations, new member profiles, Let’s Talk, cleaning day, etc.

- Other
 - Candidate will need to be computer and web savvy, with proficiency in Microsoft Word, Excel, Publisher, and Google programs

Skills and Attributes:

- A strong profession of Christian faith and support for Faith’s mission are required.
- Strong oral, written, and interpersonal communication skills to establish rapport with a diverse group of contacts from leadership, ministry teams, volunteers, visitors, staff, etc.

- Self-motivated and able to function independently with minimal supervision while understanding the necessity for communicating and coordinating work efforts with other staff and ministries.
- Excellent planning, organization, and time management skills.
- Ability to work on sensitive matters with discretion and a commitment to confidentiality.
- Prior experience creating graphics for web or social media platforms.
- Ability to develop effective visual solutions across print and digital mediums.
- Ability to thrive in a fast-paced environment with an upbeat, flexible, and positive attitude.
- Strong ability to prioritize, multitask, and manage various day-to-day administrative activities as well as work on large-scale projects and accommodate singular requests
- Strong people skills and the ability to cultivate a positive, helpful, and friendly work environment
- Ability to organize various kinds of events, including the people, task planning, and logistics.
- Advanced computer literacy as well as experience with Canva and/or other common design and layout applications.
- Ability to work well under pressure and within short deadlines.
- Professional appearance and manner
- Ability to work proactively, including communicating new ideas and initiating process improvements.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Application Instructions:

Please email a cover letter and an updated copy of your resume to Rev. Dr. Nathan Parker, Senior Pastor, at nathanp@faithpcachurch.org with “Program and Ministry Coordinator” as the subject of the email.