

City Reformed - Program Manager

(7/16/22)

This job position represents ½ of the job description held by Zachary Pitcher. We split his job into two parts because we thought that it would be hard to find someone who wanted to have a job that was part office admin and part youth ministry. We are open to recombining those two things and also open to expanding this job description for someone who wanted to work more hours as a program manager.

Compensation

\$21,250/ yr.

3 weeks of paid vacation + 1 week for continuing education.

\$150 for books and ministry expenses.

Responsibilities

- (A) The Program Coordinator will report to the Sr. Pastor.
- (B) Program Coordinator (Approximately 20hrs/wk)
 - a. Direct communications: Oversee the following
 - 1. Compose Bulletin
 - 2. Interface with elders, deacons and the women's ministry council
 - 3. Oversee Newsletter when applicable (through delegation)
 - 4. Oversee the design of internal advertising
 - 5. Send church wide email and maintain email data base
 - b. Oversee programming
 - 1. Direct some "all church events" and oversee the program coordinators who serve at the worship services
 - 2. Help facilitate the Welcome Ministry
 - c. Oversee administrative tasks and supervise "office assistant"
 - 1. Oversee the printing of the bulletin and other office tasks
 - 2. Office Assistant works about 20-25 hours per week.
 - 3. Answer phone calls, emails and letters addressed to the church office.
 - d. Oversee through delegation the logistics of Sunday worship
 - 1. Includes set-up, tear down, and various volunteer rotations.
 - 2. Most volunteer rotations have their own volunteer supervisor.
 - 3. Oversee, recruit and encourage the Sunday Morning Ministry Coordinators

Application:

Please read and sign the Seven Points of Agreement, found at:

<https://www.cityreformed.org/papers/seven-points-of-agreement-for-church-teachers>

Send your resume and two references to Nameun Cho; Nameun@cityreformed.org.