

Position Description

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| Job Title | Program Coordinator, Tending Our Soil and SCFL | | |
| Reports to | Special Missioner, School for Christian Faith and Leadership | | |
| Directly Supervises | n/a | | |
| Classification FLSA | Exempt | or | Non-exempt |
| Schedule | Full-time | Part-time (hrs/wk): | Temporary |
| Effective Date | | | |

Job Summary

The Program Coordinator performs a range of administrative support functions with exceptional organization, communication, and new media skills. The position’s primary focus is assisting the Missioner for the School for Christian Faith and Leadership to fulfill her goals and responsibilities as they relate to the successful implementation of the *Tending Our Soil* thriving congregations initiative and ongoing offerings by the School for Christian Faith and Leadership.

Essential Functions

Event Management: Coordinate all logistics for meetings (virtual and in-person), retreats, courses and other gatherings, including scheduling, and promotion. Provide onsite event support including venue setup, receipt of catering, registration management, and welcome. Prepare contracts and payment requests. Work with *Tending Our Soil* coaches to ensure cohort meeting needs are met.

Course Management: Manage user data (user information, registration, enrollments, inactivating non-users). Update learning management system configuration when needed (logo changes, maintain course catalogue, update graphics/photos, etc). Provide support for instructors, including creating course shells, communicating course development guidelines, and ensuring consistency and alignment across offerings. Maintain public resources, keeping resources library organized and accessible. Provide, or arrange for, tech training support for end users. Work with course instructors to ensure needs are met.

Communications Support: Handle general communications and correspondence for the Missioner, work with Communications Manager to implement related communications strategy across a variety of media platforms, administer surveys, draft

reports and meeting minutes for review. Use Diocesan database to identify target audience members and coordinate communications with the Communications Manager.

Tending Our Soil Program Support: Maintain project timelines. Track parish level and individual participation and task completion. Liaise with coaches and receive required reports. Tending Our Soil Conduct research and prepare synthesized reports. Conduct site visits to record success stories and program engagement.

Records Management: Manage and maintain records as required by the Lilly Endowment Inc. and those requested by the Missioner. These will include financial, participation, and program content records.

Administrative Support: Ensure supplies are available when needed. Prepare requests for payments and reimbursements. Assist Missioner with calendar management. Provide basic administrative support to coaches.

Other Responsibilities

Attend Staff Meetings and Retreats, and Committee Meetings as needed
Attend and offer administrative support for Annual Diocesan Convention and other large events.
Provide other administrative support as needed.

Qualifications and Requirements

Education and/or experience:

Three or more years administrative experience working in a complex, not-for-profit organization.

Ability to use Google Workspace, Zoom, Eventbrite, Constant Contact, and membership database.

Ability to learn and utilize new technologies, i.e., online meeting and course platforms, membership systems, phone apps.

Ability to communicate effectively orally and in writing, appropriate to the media used, i.e. text messaging, Facebook, email, phone.

Ability to communicate in Spanish, orally and in writing strongly preferred.

Helpful to have at the onset or ability to learn:

Knowledge of the Episcopal Church and Diocese of Washington.
Experience working with an educational learning management system.
Experience with basic graphic design and publication layout.
Understanding of the roles of parish staff and lay leaders in Episcopal churches.
Familiarity with major grant reporting.
Some post-secondary education preferred.

Physical Demands:

Ability to speak in person and via telephone, tablet or computer.
Ability to lift up to 10 pounds (office supplies, meeting supplies)
Ability to navigate stairs to use office equipment.
Ability to use phone, tablet and computer keyboards.

Work Environment:

Church House is a century-old former residence with stairs and no elevator. Located on the grounds of Washington National Cathedral, it is subject to student, visitor, automobile and maintenance equipment noise. Church House is a dog-friendly workplace.

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| Core Competencies |
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Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.

Process Management: Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and

how to measure it; can see opportunities for synergy and integration; can simplify complex processes and create policy for repetitive processes.

Helping Orientation: Demonstrates concern for and attends to the needs of constituents; projects a sense of empathy and understanding when dealing with members and friends of the Diocese; is able and willing to supply answers and resources that others find satisfying.

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| Acknowledgement |
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Employee signature:

Date:

Supervisor signature:

Date:

The Episcopal Diocese of Washington is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.