

Saint Luke's Presbyterian Church

Position Title: Program Coordinator

Job Responsibilities

The Saint Luke's Program Coordinator will organize and facilitate the church's programs and activities for children, youth, and adults in the areas of education, music, outreach, and fellowship.

The Program Coordinator will assume the following responsibilities:

- support implementation of church and program policies,
- provide administrative support for programs, special events, and activities,
- manage program communications by email and social media,
- track and report people and general attendance,
- maintain and report budgets,
- provide basic administrative support to pastoral and program staff.

Job requirements include excellence in:

- personal skills
- organization skills, detail-oriented and efficient
- communication skills
- computer skills, including word processing, desktop publishing, spreadsheets, and databases
- social media skills, including Facebook and Instagram
- basic knowledge of budgeting, bookkeeping and reporting
- ability to work collaboratively with diverse teams of people

Job preferences include:

- experience as a program coordinator or relevant position
- experience in administrative support
- a college or associate degree

Hours

- full-time, with some flexibility
- availability for Sundays 8am to 12pm preferred

Compensation

- TBD, commensurate with experience