

## Opening for Part-Time Coordinator of Programs

St. Luke Lutheran Church in Richmond, Virginia is recruiting a Part-Time Coordinator of Programs. The Coordinator of Programs is a person of committed faith, with a passion to further the ministry of St. Luke through intergenerational programming. This position is responsible for the creation, development, and implementation of programming, with one special focus on the needs of younger members, young adults, young couples and families and a second special focus on seniors which includes but is not limited to Education, Fellowship and Outreach.

### Job Responsibilities:

- Provide oversight and coordination of the educational programs of the church, including Sunday School, Youth Group, Youth mission trips and the National Youth Gathering, and other opportunities.
- Collaborate with the Pastor and church staff and committees to provide leadership on the design, staffing, and implementation of programs, ministries, classes, and events that engage younger members and families and seniors.
- Develop new offerings, programs, and partnerships that serve the changing demographics in our church and reach beyond the walls of St Luke.
- Coordinate and plan the calendar of events – which include Education, Fellowship, and Outreach – and clearly communicate these opportunities to the congregation.
- Assess the needs of ministries and programs to ensure that appropriate resources are available and utilized, including the recruitment and training of volunteers with a special focus on the needs of seniors who may not be able to participate in out-of-home events.
- Attend appropriate staff, committee, and council meetings to stay in touch with the needs of the parish and community.
- Provide reports of activities to Church Council on a monthly basis.

### Qualifications and Skills

- Passion for sharing the Good News of Jesus in word and deed.
- Training in ministry or related field (e.g. religion, education, psychology, sociology, or human resources).
- Prior experience teaching, training, and motivating in a corporate, non-profit and/or ministry setting.
- Demonstrated organizational, leadership, communication, diplomatic, and people skills.
- Proficiency in the use of technology and social media.

### Benefits:

- Pay package comparable to similar part-time position.
- Reasonable reimbursement for pursuit of ELCA certifications is negotiable.

### How to apply:

Interested individuals may apply by sending cover letter and resume to [admin@stluckerichmond.org](mailto:admin@stluckerichmond.org)