



Interim Christian Education Coordinator

Reports to: Interim Pastor

Johns Creek Presbyterian Church (JCPC) is a welcoming place where staff members can develop their Christian faith and apply that faith through service to others in our church and our community. The Church is seeking a part-time Interim Christian Education Coordinator to develop and facilitate Christian Education programs and services that further the mission of the church.

Position Overview

The Interim Christian Education Coordinator will develop and guide small groups, children's worship and Sunday School programs on a weekly basis, while helping to plan, organize, and promote special events such as retreats and Vacation Bible School. This position requires an enthusiastic, take-charge, organized person with knowledge of the Reformed Tradition and a passion for spiritual formation.

Core Duties

Inspire, and support Christian discipleship and increase engagement in Christian Education programs at JCPC by:

- Recruiting volunteers and participants, organizing and leading weekly Children's Worship and Sunday School
- Identifying participants and leaders for small groups, nurturing ongoing connection and fellowship, providing support through appropriate educational resources, and publicizing available program/service offerings.
- Developing, planning, and organizing, annual education-related events, such as adult retreats, Vacation Bible School, and family gatherings
- Utilizing communication channels such as the church website, social media, weekly electronic outreach messages, and Johns Creek community publications to promote JCPC programs, small groups, and church-sponsored community events
- Work cooperatively and effectively with the Christian Education team, Pastors, and other staff.

Primary Qualifications

- Experience working with a range of adult and children's age groups in a Christian setting
- Demonstrated ability to multi-task and manage projects with differing deadlines
- Familiarity with design and marketing of education programs
- Technology skills, including email, text, internet, Microsoft Office applications, and social media
- Interpersonal skills that encourage and support cooperation and collaboration with staff and members
- Ability to apply digital technology to enhance educational programs and support groups

Time Commitment

This is a nine-month appointment ending on December 31, 2022. The position may be extended for an additional period of time pending the identification of a new Senior Pastor. During the nine-month appointment, the position will require an average of 20 hours per-week, including weekends. Duties related to Sunday activities and programming require the Interim Christian Education Coordinator to be on-site. Other duties may be performed remotely or in-person with the permission of the Interim Pastor.

Compensation

\$25 hourly rate, with opportunities to participate in group medical, dental, and vision plans.

Application Instructions: Please send letter of interest and resume to sjordan711@bellsouth.net