



## **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](mailto:sjordan711@bellsouth.net)