

**Northridge Presbyterian Church**  
**Job Description**  
**Family Ministries Coordinator**

**Type:** Salaried, with benefits

**Time:** Full-time - 40 hours/week

**Reports to:** Parish Associate for Community

**Summary:**

Northridge has a long-standing commitment to young people in the congregation and has recently experienced growth in the area of children and young families. Northridge seeks to hire a Family Ministries Coordinator (FMC) who will build relationships with children, youth, and parents and provide a consistent presence in their lives.

The Family Ministries Coordinator is an integral part of the community team at Northridge and serves as the primary leader for youth and children's programming, including those on Sunday mornings, mission projects, weekend retreats, summer trips, and special seasonal events. The FMC will work to engage parents in the life of the congregation and support family units in faith formation as a whole. This person has a deep love for children and youth and is excited to find new ways to integrate them into the community of faith at Northridge.

**Responsibilities:** The job responsibilities of the Family Ministries Coordinator include, but are not limited to, the following:

1. Create, plan and implement a schedule of events for children and youth, including but not limited to: Friday Night Faith for children, Confirmation, mission projects and trips, weekend retreats, summer conferences, and special seasonal events, in coordination with the church calendar and other staff. Be willing to select and adapt curriculum, prepare supplies and teach classes.
2. Support efforts to recruit, train, equip and empower volunteers for all children's and youth programming, following the Child Protection Policy of the church.
3. Coordinate the schedule and staff for all childcare, supporting the needs of the childcare staff and Nursery classrooms. Serve as a liaison between children's church programming and the Northridge Childcare Development Center.
4. Advocate for children and youth in the life of the congregation, including supporting their participation in worship through the regular maintenance of the Playground and opportunities for children and youth to lead, including Children's Sabbath, Youth Sunday and Senior Sunday.
5. Support the needs of Parents and Young Adults with opportunities for faith formation, mission and fellowship. Plan and implement events that draw people together.
6. Communicate regularly with youth, parents, and the congregation by providing written and visual media content for emails, the church newsletter, social media and the website. Promote church events in a clear and timely manner.
7. Participate as an active member of the community team (along with pastoral and program staff), supporting the desire to inspire transformative faith.
8. Serve as an ex-officio member of the Faith Formation Committee, supporting efforts to invite new people, build community among all ages, support milestones for children and youth, and teach the reformed Christian faith to youth and children in age-appropriate ways. This position is the first point of contact for Children's and Youth Faith Formation offerings, as well as cross-generational family events.
9. Regularly evaluate and assess programming with an openness to try something new.
10. Follow all the reasonable expectations of safety, appropriate faith contexts, collegial work relationships, and grace for those we serve.
11. Other responsibilities as assigned.

## Job Requirements - Knowledge, Abilities and Skills:

- Spiritual Maturity in the reformed Christian tradition - is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
- Teaching - understands the developmental needs of children and youth and is able to create learning environments where children and youth are active participants; effectively uses multiple learning tools to reach a wide variety of learners.
- Excellent interpersonal skills; ability to interact both in person and online with multiple audiences including people of all ages. Strong written and verbal communication skills.
- Highly proficient in the use of office productivity software, and common business computer technologies (e.g., Windows, Word, Excel, Constant Contact, JotForm, ACS Realm, printers, copiers, and scanners)
- Flexibility to adjust to the needs of children and youth in the moment, as well as new strategies, procedures and tasks as required; works effectively in a fast-paced setting
- Excellent time management skills; ability to prioritize, communicate with multiple parties on ongoing tasks and meet deadlines
- Enjoys a collaborative, problem solving environment; strong sense of curiosity in getting to the root of problems and offering solutions
- Reliability and discretion with confidential information; including sensitive personal information

## Minimum Requirements:

- Bachelor's degree, preferably in a related field
- Some experience working in an educational or church setting is preferred

## Special Requirements:

- Willingness and ability to work late (past 5 pm) and work weekends or overnight on occasion
- Ability to work remotely

## CORE VALUES

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- **Can-Do Spirit:** At Northridge, we are doers who are willing to roll up our sleeves and get the work done. No task is too small or too big. We approach all things with a willingness to help, and as plans change, we stay flexible and adapt to the circumstances.
- **Hope, Not Fear:** Instead of letting fear hold us back, we stay positive when approaching new ideas not only for our team and community but for the church universal. We respond to new possibilities first by imagining what *could* work rather than focusing on potential negative outcomes.
- **Entertain the Impossible:** We stay open to new ideas when considering the ways that people engage with each other and their faith. We don't ever want to be thought of as a "no" culture. We realize that new solutions may lie in the future that we haven't even considered yet. But we also recognize that by keeping our minds open, we are one step closer to finding them. We ask the question, "why not?" when pursuing new ideas.
- **Don't Settle:** Maintenance is never the goal—meaning that we strive for continual improvement. Even after our biggest successes, we ask, "how can we make this better?"

**To Apply:** Please send your resumé and a cover letter to [office@northridgepc.org](mailto:office@northridgepc.org)