

**JOB DESCRIPTION**  
**Center for Excellence in Christian Education**  
**Curriculum Coordinator**

**PURPOSE:**

The [Center for Excellence in Christian Education](#) (CECE) is a nexus of creativity and innovation in educational practices, leadership, and research. The purpose of this part-time position is to manage the development of and logistical details for CECE's Curriculum Connection and its brands. This position reports to the Director and has a supervisory relationship with the Curriculum Entry Clerk.

**RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

*General Administration*

- Maintain files, processes, and records for the Center's work in OneDrive.
- Participate in CECE and staff meetings.
- Work within and maintain all CECE and Seminary processes and deadlines.

**Curriculum Connection**

*Editorial Team*

- In conjunction with the Director
  - Recruit, establish, orient, and coordinate
  - Establish expectations and processes
- In conjunction with the Curriculum Editorial Team
  - Develop guiding criteria for overall Curriculum Connection and each brand
  - Create submission process and guidelines for Curated Curriculum
  - Review and assess submissions for Curated Curriculum
  - Develop new and evaluate existing brands and products

*Development*

- Determine curriculum needs and audiences including an awareness of what is available in the church curriculum market as a whole
- Determine products needed within each brand (i.e., Just Teach, Storied Faith, Vocabulary of Faith, Curated Curriculum, Center Resources)
- Coordinate curriculum development processes from conception to final product
- With the Director and any Brand Teams,
  - Develop foundational documents
  - Create Scope and Sequence
  - Identify, recruit, and evaluate writers
- Coordinate any writers' retreats

*Production*

- Coordinate Curated Curriculum submissions from reception to completion, engaging Curriculum Entry Clerk and Copy Editors as needed

- Create Writers' Guides for each brand
- Recruit, orient, supervise, and evaluate writers
- Manage all contracts and release forms
- Manage all permissions for copyrights
- Assess each submission and make general edits
- Coordinate with Graphic Designer for template, brand, and style guide
- Coordinate with Copy Editors and Curriculum Entry Assistant
- Review penultimate draft of completed template
- Upload Final Form to website for purchase
- Review and report weekly WooCommerce traffic for each brand and product

### *Marketing*

- Determine, oversee, and analyze marketing strategies for each curriculum brand
- Develop, nurture, and maintain any partnerships (e.g., Flyaway Books, CUS, etc.)
- Work with Social Media Coordinator to optimize social media presence and marketing

### **QUALIFICATIONS**

- Bachelor's degree required, theological education preferred and/or experience with ministries and functions of the church
- Proficiency with Microsoft Office/365 (Word, PowerPoint, Excel, SharePoint) or willing to become proficient
- Familiarity or willing to learn InDesign
- Capacities for website maintenance, social media sites, Canva, Dropbox, and other technologies as needed, working collaboratively with the Union Presbyterian Seminary communications team to ensure appropriate alignment with overall Seminary processes and standards

### **WORKING CONDITIONS:**

- Ordinarily, workdays will be Monday through Friday or Tuesday through Saturday on the Charlotte Campus. With a part-time position, regular weekly office hours will be negotiated. Some Saturdays may be required as the Charlotte Campus holds classes on Saturdays. There may also be non-traditional hours depending on the programs and events.
- Some travel may be required.
- Unless otherwise negotiated, the office will be on the Charlotte Campus.
- This is a 20 hour a week/48 weeks annually (ordinarily) non-exempt position.