

JOB DESCRIPTION

Center for Excellence in Christian Education Font and Faith¹ Project Manager

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 and to develop and coordinate the implementation of the Center's Lilly Endowment funded grant project - Font and Faith – and to provide daily oversight in conjunction with the Director. This position is for the life of the grant (5 years) and reports to the Director and has a supervisory relationship with the Events Coordinator.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

NOTE – The details of the Font and Faith program is available in the grant proposal. The Project Manager is responsible, with the Director and with the support of other Center staff as appropriate, for coordinating the work and process of bringing the concept to realization. The level of details for every aspect may not be included in this Position Description. New responsibilities may be added. Clear communication in those cases will be provided.

General Administration

- Maintain files, processes, and records for the Center's work in OneDrive.
- Participate in staff meetings.
- Work within and maintain all CECE and Seminary processes and deadlines.
- Nurture and sustain grant collaborations and partnerships.
- Provide budget recommendations during annual budget planning.
- Work with the director of grant reports for Lilly Foundation each year.

Communication

- Implement marketing strategies and produce high quality and professional materials.
- Build and sustain communication avenues with constituencies.
- Manage content on Faith and Font website (public and password protected sections.)

Summits and Regional Gatherings (In-person consultations for listening, gathering, and enrichment)

- Build, implement, coordinate all aspects (administrative and programmatic) of the Summits and Regional Gatherings.
- Work the Events Coordinator on logistics.
- Engage and analyze evaluative measurements and reports.

Journey Groups (Small groups of sustaining and supporting communities)

- Develop, recruit, and launch Journey Group communities.

¹ A [Nurturing Children Through Worship and Prayer Initiative](#) grant project funded by the Lilly Endowment.

- Facilitate, nurture, sustain, and resource Journey Groups through the password protected section of website.
- Communicate and encourage community building with Journey Groups.

Collaborative Conversations (Webinars offering resources to congregations and families)

- Coordinate monthly webinars, from concept to evaluation, that empower and equip families, congregations, and their leaders to nurture children through worship and prayer.
- Edit, format, and make recording available on CECE YouTube channel and link in gallery on CECE website.

Creativity and Innovation Cohorts (Selected small groups shaping/developing resources)

- Cultivate Creativity and Innovation Cohorts (CIC) and coordinate logistics.
- Provide support at all necessary levels for CIC as resources are developed from identified needs (Summits and other sources).
- Connect with the Curriculum Coordinator, and other related staff to shepherd resources from concept to publication.

Research Roundtables (Groups of scholars and practitioners developing new approaches)

- Cultivate Creativity and Innovation Cohorts (CIC) and coordinate logistics.
- Provide a pathway between Summits, Regional Events, Journey Groups, Creativity and Innovation Cohorts, Collaborative Conversations, and Curriculum Connection.

Outcomes and Evaluation

- Work with the Director and consultants to establish means of assessment, apply, evaluate and report on progress.

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
- 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.
- Occasional travel is required and hours may fluctuate around events.
- Unless otherwise noted, the office will be on the Charlotte Campus.
- This is a 20 hour a week/48 weeks annually (ordinarily) non-exempt position.