

Job Title: Program Coordinator

Location: Pinehouse Drive SDA Church

Position Type: Part-Time

Reports To: Church Pastors & Supporting Church Elder

Overview:

We are seeking a passionate and organized **Program Coordinator** to oversee the direction, development, and execution of our ministry programs. This role plays a vital part in leading staff, cultivating partnerships, and engaging with the community to support our mission. The ideal candidate will be a strong Christian leader with a heart for children and families, and a proven ability to manage teams and programs with integrity and excellence.

Key Responsibilities:

- Provide strategic oversight and direction for all program activities.
 - Lead and manage program staff, fostering a supportive and mission-driven work environment.
 - Plan and manage program budgets, ensuring financial accountability and alignment with goals.
 - Engage with families and the broader community to promote participation and support.
 - Monitor and evaluate program effectiveness, recommending improvements as needed.
 - Handle team dynamics and resolve conflicts constructively and biblically.
 - Ensure all programming reflects Christian values and advances the mission of the Church.
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Required Skills & Qualifications:

- Strong Christian faith and demonstrated leadership in a ministry setting.
 - Excellent communication, interpersonal, and organizational skills.
 - Experience in program planning, budgeting, and execution.
 - Proven ability to lead teams and resolve conflicts effectively.
 - Deep passion for children's and family ministry.
 - Ability to build meaningful partnerships with the community and faith-based organizations.
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Preferred Qualifications:

- Degree in Ministry, Education, Social Work, Nonprofit Management, or related field.
 - 3 years of experience in a similar role or setting. (not a must, but it is helpful- in my opinion)(amend)
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Work Environment:

- Church Basement
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Compensation:

- Wage: \$19.00 /h