

Program Assistant Coordinator – Church-Based Community Programs (Part-Time)

Location: Pinehouse Drive Church (Basement)

Hours: Part-time, minimum 4 hours per week

Wage: \$17.00 per hour

Reports to: Church Pastors and Assigned Supporting Church Elder

Position Overview

Pinehouse Drive Church is seeking a reliable, organized, and community-minded **Part-Time Program Coordinator** to support the planning, coordination, and delivery of church-based programs serving the community. This role works closely with church leadership, program staff, families, and community partners to ensure programs are well-organized, inclusive, and aligned with the Church's mission, values, and commitment to care and service.

Key Responsibilities

- Assist in coordinating program schedules and activities in alignment with the Church's mission and values
 - Support the Program Coordinator in engaging families, community members, and church members to encourage participation and build positive relationships
 - Assist program staff and volunteers, helping foster a collaborative and mission-focused environment
 - Assist with basic budgeting tasks, expense tracking, and simple program reports as directed
 - Help observe program effectiveness and share feedback or improvement suggestions with the Program Coordinator
 - Support the maintenance of a safe, welcoming, and respectful environment rooted in care, compassion, and service
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Qualifications

- High school diploma required
 - Additional training or education in Early Childhood Education, Social Services, or a related field is considered an asset, but not mandatory
 - Experience working in a church, non-profit, or community-based organization
 - Familiarity with program coordination, activity planning, and basic administrative tasks
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Additional Skills and Assets

- Strong organizational, communication, and interpersonal skills
 - Experience coordinating church or community programs
 - Experience working with children, families, or diverse communities
 - Ability to work independently and collaboratively as part of a team
 - Demonstrated alignment with the values and mission of the Church, including a commitment to equity, inclusion, accessibility, and service
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Equity & Inclusion Statement

Pinehouse Drive Church is committed to fostering an inclusive and equitable environment where all individuals are treated with dignity and respect. We welcome applications from all qualified individuals and strive to ensure our church-based programs are accessible, supportive, and welcoming to the broader community.