

Project Coordinator, Full-Time, Calvary Presbyterian Church (USA)

The Project Coordinator will provide administrative, program and event management support to Calvary's staff leadership team as well as occasionally for other lay leadership groups such as church Elders (Board of Directors). This position will be the primary coordinator for multiple programs and events and will work closely with and will get support from existing Office Coordinators, Facilities staff, and church volunteers.

This is a regular, scheduled, full-time position averaging 40 hours per week. Core work hours for this role are Mon-Fri, from 9 am to 4 pm. The additional hours to reach 40 per week can be either earlier or later in the day, depending on your schedule preference. There may be an occasional need to work on a Saturday or Sunday.

We offer a kind, but busy work environment in a convenient, bus accessible location (2515 Fillmore St.), regular benefits (including medical benefits, paid vacation and sick leave) and an hourly rate of \$25-30 per hour. There is no parking available from the church.

ROLE AND RESPONSIBILITIES:

- Manage production of Sunday morning, contemplative, and special worship service bulletins and concert/event programs
- Manage workflow, communications, and deadlines of various Calvary programs, events, special services, and concerts using the church's project management system; act as liaison between Program staff and other office staff
- Coordinate memorial services, baptisms, and weddings; also, Elder or Deacon special events
- In collaboration with the Manager, Communications and Marketing, oversee various aspects of marketing and communications: e.g., website and YouTube channel maintenance, printed collateral production, writing promotional material, proofing and editing
- Produce and manage weekly sermon copies, some church mailings, Church Annual Report and other publications as needed
- Assist Director of Development with Annual Giving and Volunteer Engagement projects, e.g., managing Annual Giving campaign gift acknowledgement process
- Manage misc. office and administrative projects: e.g., draft/revise policies; coordinate HR processes and office documentation; other projects as needed.

KNOWLEDGE, SKILLS & ABILITIES, QUALIFICATIONS:

- Experience organizing, coordinating, and implementing projects, documents, and events in a collaborative and dynamic environment with colleagues of diverse personalities sometimes making confusing requests
- Can multi-task, has strong customer service skills, and enjoys juggling a variety of responsibilities
- Excellent verbal and written communication, proofing and editing skills, and strong command of the English language; ability to maintain confidentiality
- Proficiency in MS Office Suite is required; experience with project planning software (e.g., Asana, Planning Center, Trello, Basecamp, etc.) is important
- General familiarity with using social media platforms (e.g., YouTube, Facebook) and being comfortable learning new software is helpful; generally, the more software usage skills you have the better (e.g., Indesign, WordPress, HTML, Photoshop, etc.)
- Prior experience in non-profit organizations preferred; church experience is nice but not required
- Comfortable working in a collaborative Christian community that values interfaith collaboration and engagement in community service is required
- Ability to lift, carry, and move 25 pounds on your own

How to Apply: Please email your resume and cover letter to 'resumes@calpres.org' A thoughtful and direct cover letter is important. Given limited staff resources, we will only reply to email addresses in your cover letter if we would like to have a follow-up conversation with you or if we have decided not to follow-up. If you have not heard from us, it likely means we have not made a decision yet – sometimes churches move slowly.

We look forward to meeting you!