

ROBERTS WESLEYAN UNIVERSITY

Job Description

Job Title

Christian Education Program Coordinator

Department

Northeastern Seminary

Reports To

Director of Spiritual Formation

Written

January 2025

Status

Full-time (40 hours),
12-Month,
Non-exempt

Job Objective

As a part of Northeastern Seminary's Christian Parenting and Caregiving Initiative, funded by a grant from the Lilly Endowment, this position will oversee the grant program and the development of culturally appropriate resources for churches, families, and caregivers to support the spiritual formation of children. Responsibilities include development of a certificate for Christian educators in the designated churches. Primary competence should be in the interdisciplinary field of child development and Christian education, community service, and grant administration.

Job Responsibilities

1. Grant Management: Ensure grant compliance and adhere to funding terms and conditions.
2. Communication: Serve as the primary point of contact for partner organizations, churches, and constituents. Including but not limited to, disseminating information about program outcomes, opportunities, and grant progress.
3. Facilitate grant advisory committee by hosting quarterly meetings, collecting and disseminating input, and communicating regular updates.
4. Collaboration: Work closely with colleagues, stakeholders, and partners to identify program priorities, develop resources, and distribute resources to the larger community.
5. Project Planning: Develop and execute a multi-year project plan with partner organization Missio Alliance and partner churches.
6. Financial Stewardship: Administer grant budget and track expenditures. Identifying potential funding sources for future objectives, writing grant proposals, and conducting research to support grant applications.

7. Reporting: Establish metrics for success and prepare regular reports on grant performance for internal and external stakeholders. Maintain accurate records of grant activities, agreements, correspondence, and reports.
8. Program Development: In close partnership with the Assistant Professor of Spiritual Formation and School faculty facilitate the development of a certificate program in Advanced Christian Education. Assist with curriculum development and course design. Coordinator will secure all internal, government, and accreditor approvals to launch a new academic program.
9. Marketing and Public Relations: Promote grant programs and highlight successful outcomes of grant objectives. Leverage University resources and network to promote the work of the grant including a new certificate program.
10. Problem-Solving: Maintain a “can-do” attitude while being proactive in responding to changing priorities, resolving issues, and overcoming unforeseen challenges.
11. Attend potential committee and leadership meetings as assigned by the Dean. Perform other duties as assigned.

Education and Experience

1. Applicants must be fluent in Spanish, and have experience working within Spanish speaking communities and churches.
2. The successful candidate will have a Bachelor’s degree with relevant experience in Christian education, grant administration, or program development; a Master’s degree in a relevant field is preferred. Equivalent combination of education and experience may be considered.
3. Applicants who approach spiritual formation and Christian education through the lenses of diversity, equity, social justice, and embodiment, both in life, work, and scholarship, are especially encouraged to apply.
4. A successful candidate will be able to demonstrate cultural competence and must value the principles of diversity and equity.
5. Strong interpersonal skills including empathic listening, patience, and responsiveness are critical.
6. Necessary computer skills include working with multiple products including: Windows, Microsoft Office, and Google Suite. Experience with Moodle, Canva, and Zoom are preferred.
7. Additional skills for a successful candidate include: Strong written and verbal communication, multitasking, self-management, organization, creative problem-solving, critical thinking, and proactive customer service skills.

The approved rate of pay for this position is \$20.00-\$21.00/hr.

Consequence of Error

Errors will have a strong negative impact on the success of the grant outcomes, maintaining strict project timeline, and execution of grant expectations. Attention to detail, accuracy, and proofreading skills are essential to this position. Ability to correctly interpret requirements of the grant, academic policies, government agencies, and accreditors is also necessary.

Level of Supervision

A majority of work responsibilities will be executed independently necessitating a high level of self-direction and self-motivation. Positive collaboration with different departments, partners, and community stakeholders is expected.

Directs Work of Others and/or # of Employees Supervised

None

Confidential Data

Employees are expected to maintain confidential and privileged information in accordance with all applicable governmental and academic policies, especially as it relates to student data.

Environment

Office environment with the potential for multiple interruptions during the course of the day. Some local travel to external meetings with community stakeholders and partners is expected. Work directly with the dean, faculty, and staff of Northeastern Seminary and Roberts Wesleyan University.