



Job Description: Operations & Outreach Coordinator

February 2019

Overview

St. Lydia's is a progressive, LGBTQ-affirming congregation in the Gowanus neighborhood of Brooklyn, New York, working together to dispel isolation, reconnect neighbors, and subvert the status quo. We currently hold two "Dinner Church" services per week where worship takes place in the context of a sacred meal. We are expanding our children's ministries from once a month to every week. We worship in a storefront in Brooklyn and rent our space out for events.

Position Overview

We are seeking a creative, self-motivated individual to serve as our Operations & Outreach Coordinator. This is a new full-time position that will involve coordination of worship services, communication, advertising, financial management, and oversight of space use. The Operations & Outreach Coordinator will report to the Pastor and meet regularly with the Leadership Table, our governing body of lay leaders.

Responsibilities

- Nurture Community: empower congregants to discern their gifts and share them with the community
- Worship Coordination: schedule lay leaders for services, work with congregant cooks to plan meals, order food for services, coordinate one Dinner Church service per week
- Communication: oversee weekly e-newsletter, update website, manage and produce content for social media
- Advertising: design fliers and posters for advertising events and ongoing programs, solicit and manage rentals, identify digital forums for networking and outreach
- Financial Management: track income and expenses, cultivate and maintain relationships with donors
- Space Use: keep basic supplies stocked for the church, manage calendar, advertise and book space rentals, show space to potential renters, oversee space use, book cleaning services
- Grant Writing: depending on the experience and skills of the selected candidate, grant writing may be one of the responsibilities of the role. Note: prior grant writing experience is not required for the position.

Desired Background and Skills

The ideal candidate will be excited about sharing the love of Jesus and helping this creative, inclusive Christian community grow. We are looking for self-motivated, adaptable candidates who are creative problem solvers with a strong attention to detail. In addition, candidates need to be able to:

- Write accurate and informative weekly community updates
- Use spreadsheets to track and report financial information
- Create digital and print content
- Update website and oversee social media

We encourage applications from people of diverse backgrounds, including women, people of color, LGBTQ people, and people with disabilities.

Compensation: \$35,000 per year plus 15% commission on rentals.¹ Benefits include health insurance, as well as sick, vacation, and personal days.

To Apply

Please submit an email to stlydias@stlydias.org with the following information:

- Subject Line: Operations and Outreach Coordinator Application_LAST NAME
- Short Answers: Include short answers to the following two questions in your email:
 - Why are you interested in applying for this role?
 - Describe one prior experience that makes you well qualified for this role.
- Resume: Please attach your resume to the email.

Application Deadline:

We will begin reviewing applications on a rolling basis starting on February 5th. The position will remain open until filled.

¹ The monthly rental income has been variable over the past year. Based on past revenue, we anticipate that 15% commission on rentals will not be less than \$150 per month. Our goal is that the Operations and Outreach Coordinator will be able to increase rentals to the point that the 15% commission on rentals is consistently \$675 per month.