



FIRST CONGREGATIONAL  
CHURCH OF AKRON

## **JOB OPENING: CONGREGATIONAL LIFE COORDINATOR**

First Church is actively seeking a full-time Congregational Life Coordinator.

The goal of this position is to work alongside the Senior Minister to ensure the smooth functioning of the programmatic life of the congregation, enhancing the ability of members to engage. This person will offer organizational support for various events and programs, by coordinating volunteers and communicating across a variety of platforms within the congregation as well as with the wider community.

The ideal candidate will exhibit strong organizational skills with an ability to multi-task and prioritize, exhibits positive interpersonal skills, clear oral and written communication skills, and enthusiasm for the church and its mission.

**Qualifications:** High School Diploma or GED. College-level degree preferred and/or comparable experience in events coordination, volunteer recruitment, or community organizing in a church or non-profit setting. Advanced computer proficiency — word processing, database management, spreadsheet, presentation software, and social media.

Reports to: Senior Minister

Salary Range: \$30,500-\$40,000 depending on qualifications and experience; plus medical benefits

FLSA: Salaried, exempt

**How to apply:** Visit [www.akronfcc.org/about/employment/](http://www.akronfcc.org/about/employment/)  
**Download the Application**  
**Email it to [search@akronfcc.org](mailto:search@akronfcc.org)**