

CHURCH OF OUR SAVIOUR CHICAGO

PROGRAM COORDINATOR

COS is a mid-sized congregation with a history of embracing progressive movements while remaining rooted in traditional Christian liturgy and theology. As COVID-19 wanes, the parish is re-engaging its robust community life. The Program Coordinator will be a leader in support of the current parish calendar and developing plans for congregational life in the future.

RESPONSIBILITIES

- Provide oversight of all aspects of Christian formation and spiritual development at Church of Our Saviour.
- Develop and maintain strong working relationships with Christian formation leaders, including building an awareness of the philosophy of Catechesis of the Good Shepherd and programming for Junior and Senior High youth.
- Develop and maintain relationships with parish families with children, including welcoming newcomer families and orienting them to Christian formation offerings at COS.
- Support all adult formation activities, including but not limited to, Adult Forum, Education for Ministry (E.F.M.), the Book Club, Bible Study, and the annual Lenten program.
- Meet regularly with Christian formation and spiritual development leaders to enhance and expand existing programs and activities, and to support the development of new programs.
- Manage the Keeping God's People Safe program, ensuring that training for parishioners, lay leaders, and clergy remain up to date.
- Develop and maintain strong working relationships with all volunteer leaders in the individual ministries of each cluster, recognizing that the ministries differ in nature and will require different kinds of mentorship and support.
- Work closely with Junior and Senior High youth groups to support their outreach endeavors, including Heifer Project for the Junior High, and the Senior High youth group's annual mission trip and fundraiser.
- Provide leadership for not only the regularly scheduled programs, but for special events as they arise, and to help envision appropriate responses to community needs.
- Coordinate meetings with parishioners and specific ministry leaders as needed to help match skills, interest, and needs of the congregation.

Almost all ministries at COS are managed and run by competent volunteers. The Program Coordinator, though hopefully engaged and supportive of these endeavors, is not required to take on the direct supervision of programs or activities. The emphasis of this position is volunteer support and engagement.

KNOWLEDGE / SKILLS / ABILITIES

- Possess a welcoming disposition and a willingness and enthusiasm for serving alongside the community at Church of Our Saviour
- Strong interpersonal skills and the ability to maintain and foster cooperative and collaborative working relationships with parishioners, lay leaders, clergy, and visitors
- Ability to organize and manage multiple projects simultaneously, and to effectively prioritize tasks
- Strong verbal and written communication skills
- Familiarity with (or a willingness to learn) applications including Servant Keeper, Constant Contact, Zoom, Microsoft office suite programs (Word, Excell, Sharepoint, etc.) and social media platforms

The position is part-time (20 hrs per week) and there will be some evening commitments. Recognizing the balance of life and work for part-time employment, flexible hours can be worked out during the development of a contract. Approximately two hours of work will be required on Sunday mornings and attendance is required in-person or virtually for weekly staff meetings

To apply, send a resume and cover letter to jobs@chicagocos.org.

Please note: Concurrent with this job, COS is hiring a part-time Director of Music. Anyone with a background in both arenas may apply for both. The position would then be full-time and accrue health care and other benefits.
www.chicagocos.org