Part-TimeAssistant Director for Congregational Programs

**POSITION SUMMARY**

The Assistant Director of Congregational Programs works to further the aims the 787 Collective, an initiative for young adults and congregations out of the office of Education Beyond the Walls. The 787 Collective began over five years ago, and we are now building our capacity to resource more congregations. We are looking for someone whose faith and curiosity compels them to participate in the changing church, and who is relational, comfortable in emerging systems, and able to move toward goals working with others. This position requires creativity, collaboration, and confidence in the process of developing new work. The assistant director will focus particularly on development of young adults in relation to the church.

This is a part-time position funded by a grant from Lilly Endowment Inc.

**ESSENTIAL FUNCTIONS**

* Establish connections with congregations
* Foster relationships with young adults and direct their involvement in specific dimensions of The 787 Collective
* Promote and implement the Year of Christian Practice
* Participate in collaborative development of learning opportunities and online program design
* Manage social media for congregational programs
* Support the Director in programmatic work as requested
* Work closely with EBW Program Coordinator in information management
* Work closely with EBW communications team for promotion

**QUALIFICATIONS**

**Competencies:**

* Excellent communication skills, both oral and written.
* Ability to organize and prioritize work.
* Commitment to the church and knowledge of congregational life
* Compassion for young adults (23-29)
* Strong service and interpersonal skills.
* Commitment to being a team player.
* Ability to use discretion and maintain confidentiality.
* Ability to implement plans.
* Proficient Microsoft office suites, Microsoft 365, and other databases.

**Education:**

* Bachelor’s Degree; Master’s degree preferred

**Certifications/Training:**

* None; experience in Mighty Networks is a plus

**Experience:**

* 3-5 years in not-for-profit, educational or congregational work