**JOB OPPORTUNITY**

**Program Coordinator (new position)**

**Inglewood Christian Reformed Church, Edmonton**

**Position Summary**

The Program Coordinator will provide leadership and administrative support to existing and new ministries of Inglewood Church. Working in collaboration with the related committees, this new position will focus primarily on youth, outreach, discipleship, service and community-building. This is a full-time position on a 12-month contract, with the possibility of continuation.

**Responsibilities**

* Outreach Ministry: Support Outreach Ministry programming and assist in the Community Engagement Program. Provide leadership and assistance to the congregation and Outreach Committee's efforts to incorporate new members into the life of the church, its ministries and its outreach.
* Youth Program: Coordinate the youth programs, events and ministries both within Inglewood CRC and with other Christian Reformed Churches, in collaboration with the Intergenerational Ministries Advisory Council.
* ICRC Membership Community Engagement: Identify and present volunteer opportunities to the membership.
* Empower grassroots ministry initiatives within the congregation: Seek out other missional initiatives that ICRC members may be called to, and assist in providing the necessary resources, planning and facilitation. Promote the use of members' gifts in the life of the congregation. Collaborate with the Adult Education Coordinator to host educational activities or events for the whole congregation.
* Communication: Prepare and disseminate regular and consistent information regarding planning, scheduling of activities and programs.

**Accountability**

The ICRC Program Coordinator will work under the supervision of the Pastor and Council Executive. The Coordinator will attend staff meetings, submit monthly written reports to Council, and report in person to Council Executive as needed.

**Qualifications**

* Love for Jesus Christ, for the church, and for its ministry;
* Giftedness in administration, communication, and empowering volunteers;
* Desire to serve the Inglewood community and newcomers to the church;
* Ability to connect with and relate to young people;
* College/university degree, with a major concentration in a related field preferred;
* Experience in a related field;
* Computational Skills: Ability to read, prepare, and manage budgets for major events and programs, and prepare the annual budget for related ministries.
* Technical Skills: Proficiency in Word, Excel, and Microsoft Office.

Interested parties should forward cover letter and resume by **May 18, 2018** to:

* Email: [Inglewoodprogramcoordinator@gmail.com](mailto:Inglewoodprogramcoordinator@gmail.com)

OR by mail to:

* Program Coordinator Search Committee

Inglewood Christian Reformed Church

12330 - 113 Avenue NW

Edmonton, AB T5M 2W4

Posting can also be viewed on Inglewood CRC's website: **www.inglewoodcrc.org**