

Cathedral of St. Philip Program Coordinator for Christian Formation

Position Description: Program Coordinator for Christian Formation

Job Type: Full-time, Non-Exempt

Department: Christian Formation Ministries

Direct Report: Canon for Education

Scope of Responsibility:

Provide administrative and clerical support for the Canon for Education, the Director of Children's Ministries, and the Director of Youth Ministries.

Representative Duties and Responsibilities:

- Create and distribute registration forms, manage calendars, order office supplies, and prepare youth mailings
- Coordinate activities in support of Baptisms and Confirmations (including registration of candidates, preparation of baptismal banners, and creation of certificates)
- Format, create, and copy various flyers, letters, brochures, labels, nametags, signs, and bulletin boards
- Coordinate volunteer requests
- Complete and submit purchase orders, check requests, and reimbursement requests
- Work with other staff members and volunteers generally in doing what needs to be done.

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Qualified candidates must have the energy and ability to effectively engage with people and the focus and diligence to efficiently manage administrative and clerical tasks. The ideal candidate will be genuinely interested in and have a particular desire to work with a Christian faith community. An understanding of the Episcopal Church and its liturgical traditions is preferred. Email letter of interest and resume to irichardson@stphilipscathedral.org. Please no phone calls.