

Job title:	Family Ministry Coordinator
Reporting to:	Church Pastor
Salary:	Part-time position, \$15 / hr
Hours:	5 hours / week, hours and salary reviewed at 6 months interval based on the success of programs
Location:	Mt. Zion Methodist Church

Purpose of the position

The family ministry coordinator develops and directs programs designed to utilize church resources to address needs of young families in the community, with the overall goal of helping to grow the church and bring young people to Christ.

The family ministry coordinator provides administrative and event planning support for Mt Zion Methodist church

Key responsibilities & duties

- Coordinate with the schools and younger families to provide programs such as after school programs, parenting programs , safe social media training , bullying awareness and family activities
- Develop programs to increase the involvement of younger families in the activities of the church.
- The goal is to establish self supporting programs
- The success of programs will be reviewed annually
- Schedule, organize, and plan Family Ministry events

Academic, work experience & skills qualifications

- Experience with Christian based family and youth programs, Bachelor's degree or enrollment in a current college program would be helpful.
- Previous program development and coordination experience
- High level of integrity, confidentiality, and dependability
- Proficient in different forms of social media, announcement/advertisement preparation and communication.
- Ability to communicate clearly in verbal and written form.
- Ability to adapt to a continually evolving environment.
- Ability to multitask.
- Self-starter and team player.

Staff Parish Chairperson

Signature _____ Date _____