Parish Development Coordinator
Reports **To:** Rector
Classification: Part-time (15-20 hours per week)
Applicants: Send resume and inquiries to: _____

Position Summary

The Parish Development Coordinator will be responsible for planning and implementing parish programs for outreach, Christian education, newcomer integration, and parish life ministries. Our parish is deeply rooted in the Anglican tradition of sacramental and liturgical worship and sacred music, with a progressive vision for our future. The Coordinator will be responsible for cultivating a welcoming learning environment where our diverse parishioners may continue to develop deep relationships with God and one another.

Job Description

Key Responsibilities

1. Outreach Activities:

- **Community outreach:** Work with the Rector, staff, and vestry to identify community outreach opportunities that encourage parishioner engagement
- **Newcomer Integration:** Strengthen relationships among parishioners, newcomers, clergy, staff, and lay leaders through intentional community-building opportunities that foster a culture of invitation, hospitality, and belonging throughout the congregation
- **Pastoral Care:** Provide administrative and logistical support for the Rector's pastoral care ministries
- **Attendance:** Attend Sunday services and be available occasional evenings and weekends for parish events and activities

2. Program Development & Education

- **Curriculum Curation:** Research, select, and adapt age-appropriate Christian formation materials (such as *Godly Play*, *Way of Love*, or *Journey to Adulthood*) tailored to the parish
- **Adult Programs:** Develop programming and then coordinate and support small groups, Bible studies, and other forum as requested by the Rector

- **Seasonal Events:** Plan and execute major parish-wide outreach events, as requested by the Rector

3. Volunteer Management & Safety

- **Volunteer coordination:** Coordinate volunteer recruitment, scheduling, and promotion to support program and outreach activities

- **Safe Church Compliance:** Act as a primary coordinator for the Episcopal Church's **"Safe Church, Safe Communities"** policies; ensure all staff and volunteers complete required background checks, Livescan screening, and online Praesidium Academy safety modules in compliance with the standards and requirements of the Los Angeles Diocese

4. Administration & Communication

- **Collaboration:** Attend weekly staff meetings and work collaboratively with the Rector, other staff and vestry to integrate Christian formation into the broader life of the parish

- **Digital Communication:** Coordinate with staff to publicize educational events

Qualifications

- Bachelor's degree preferred.
- Three or more years of experience in nonprofit leadership, church ministry, volunteer coordination, community engagement or a related field.
- Strong organizational, interpersonal, and communication skills.
- Demonstrated ability to recruit, equip, and lead volunteers.
- Ability to manage multiple priorities while fostering meaningful relationships.
- Hiring will be subject to passing diocesan background checks and completing the required Safe Church Safe Communities Training

The Church is an equal opportunity employer and does not discriminate in its hiring practices on the basis of age, race, religion, disability, sex, gender identity, sexual orientation, marital status, veteran status, or any other status prohibited by law.

Physical Requirements

- Prolonged periods of sitting, standing, and working at a computer.
- Ability to lift and carry materials weighing up to 25 pounds occasionally.

Other Duties

This job description is not intended to be all-inclusive. The Church reserves the right to revise, modify, or assign additional duties and responsibilities as operational needs evolve. Employees may be asked to perform other related duties in support of the mission and ministry of the parish.

Hourly Pay

- $35-40 per hour, commensurate with experience
- Note: All compensation is offered according to relevant IRS, Diocesan (Protestant Episcopal Church in the Diocese of Los Angeles), and parish policies and procedure