



Job Description

Position: Formation Coordinator, Redeemer East Side

Department: Formation Team

Band: 5

FLSA Status: Non-Exempt

Hours worked: Part-time, Temporary. 35 hours per week, generally flexible but may include occasional evenings or weekends for events. Starts Aug. 1 for 15 hrs/wk, then full hours beginning Aug. 15 through end of Dec.

Reports to: Formation Director

Position Summary

Support the staff and lay leaders of Redeemer East Side by streamlining logistics and executing plans for Community Groups, classes, Diaconate, membership and other special projects in spiritual formation as needed.

Job Description

Community Groups (13 hrs/wk)

- Administration for Community Group Directors and team, including database management
- Assist with communication strategy and execution
- Execute logistics for Community Group leader trainings and related events
- Direct inbound Community Group requests to appropriate CG staff
- Track and report on data for assessments
- Track and report on the budget for Community Group Directors and team

Classes (13 hrs/wk)

- Implement Formation offerings including classes and cohorts
- Develop communications strategy with communications director; manage proactive communication to prospective, current and former class participants
- Create and manage website and registration and respond to inbound inquiries
- Edit and distribute class materials in partnership with instructors
- Build surveys and track data



Job Description

- Interface with the ES Formation Director to align strategy and values for equipping ES congregants in their practices and callings
- This role may occasionally include some Sunday and evening responsibilities

Diaconate (5 hrs/wk)

- Coordinate client case work (e.g. intake forms, client assignments, approvals)
- Monitor all financial flows (e.g. maintain budget; request checks; collect appropriate receipts and documentation from clients)
- Support deacons and deaconesses (e.g. scheduling meetings; sending reminders about on-call assignments)
- Work with communications staff and IT consultants as needed
- Update website with events, policies and other resources

Membership (3 hrs/wk)

- Maintain membership records (monthly membership action summaries, transfers and certificates)
- Respond to inquiries about membership process, classes and statuses
- Schedule membership interviews with elders and deacons
- Schedule vows and baptisms in coordination with pastoral staff

Qualifications

- A growing Christian, deeply rooted in the gospel of grace
- Aligned with the doctrinal orientation of Redeemer East Side and its core values
- Excellent organizational and interpersonal skills
- Detail-oriented and quick learner
- Proficient in MS Office applications, database navigation and online applications