

**JOB DESCRIPTION
FIRST PRESBYTERIAN CHURCH
MUSKEGON, MICHIGAN**

COMMUNITY ENGAGEMENT & EDUCATION DIRECTOR

PURPOSE

The Community Engagement and Education Director serves in a part-time (up to 24 hours per week) capacity at First Presbyterian Church (FPC) and is responsible for activities that benefit the community and families at First Presbyterian Church. The person in this position will have deep faith and be a team player with good leadership, administrative and communicative skills.

SPECIFIC RESPONSIBILITIES:

Event and Activity Planning:

1. Plan and implement youth and family events at least monthly.
2. Connect with the Moms group, serving as their liaison with the Mission Committee and partner with their ongoing ministry development.
3. Coordinate and help implement Vacation Bible School, Easter Egg Hunt, Trunk and Treat and other community activities.
4. With Mission and Faith Development Committees, seek to deepen engagement with the immediate neighborhood around the church.
5. Support the art ministry.
6. Work with the pastor in providing curriculum and training for those working with children's education, ages 0 through 18 years old and in supporting adult education programs.

Communication:

1. Help recruit coordinators and volunteers.
2. Create and distribute publicity pertaining to events to the congregation and the community.
3. Attend regular meetings such as scheduled staff meetings, FDC meetings and supervisory meetings with the Head of Staff.
4. Be the face of the youth and family opportunities at FPC, by being present on Sunday before, during and after worship service.
5. Be proficient in communicating through social media such as YouTube, Facebook and Instagram.

Administrative:

1. Ensures that all major events are well publicized and organized.
2. Maintain an events calendar.

ACCOUNTABILITY

For day-to-day administration, the Community and Engagement Education Director reports directly to the Head of Staff. For policy matters and planning, this position reports to the Faith Development Committee (FDC). Performance reviews will be conducted annually by the Personnel Committee, which includes the Head of Staff and the Faith Development Moderator, according to the guidelines in the Personnel Manual.

Time Commitment: Up to 24 hours per week.

Compensation: An hourly rate based on education and experience will be offered as well as mileage reimbursement from church to locations when needed. This is negotiable.

Special Talents, Skills Preferred: A goal-oriented individual who possesses the following traits: maturity, organization, self-starter capabilities, a warm personality, strong communication skills, motivation, administration skills, creative/visionary and have the ability to meet deadlines.

Spiritual Gifts: This person should love Christ and all GOD's children and be able to visibly demonstrate these qualities showing their growing faith.

Resources and Training Provided: Attend appropriate training/faith building experience at least annually in consultation with the head of staff.

Interested applicants can send a resume and two letters of reference to:

Rev. Laurie Hartzell, Interim Pastor
pastor@fpcmuskegon.org
269-240-7565