

Saint Mark's Episcopal Cathedral, Seattle, WA

Saint Mark's Cathedral is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.

All qualified applicants, clergy and lay, are encouraged to apply.

Position Title:	Program Coordinator for Intergenerational Ministries
Status:	Part-time (20 hours weekly)
FLSA Classification:	Hourly (non-exempt)
Areas of Responsibility:	Lifelong Christian Formation for Cathedral Parish and its Members
Reporting Relationship:	Reports to Cathedral Canon for Intergenerational Ministries Supervises Childcare Center Staff

Position Summary

The Program Coordinator for Intergenerational Ministries will approach the entirety of their work with grace, good humor, and an unwavering commitment to serving the cathedral community in lifegiving ways. We seek a highly relational person with initiative and a demonstrated ability to work well with persons of all ages. They will work closely with the Canon for Intergenerational Ministries, the clergy and program staff, lay ministry leaders, and the Intergenerational Ministries Council comprised of invested adults and dedicated youth who meet to plan and calendar events and offerings and who share a common goal of empowering others for ministry.

Through a variety of interactions, the Program Coordinator supports the cathedral's resourcing of lifelong spiritual formation involving several touchpoints in worship, formation, fellowship, and the work of justice. It is important that they ground their work of ministry contextually in the community's worship and in their own mature expression of Christian spiritual practices.

Core Responsibilities

Note: Responsibilities are centered in the following areas, but the collaborative ministry design we have embraced naturally means the boundaries between traditional departments are more porous, and the Program Coordinator's role is a key point of connection and engagement in mutual ministry.

- Intergenerational programming.
 - Serve as ex officio member of the Intergenerational Ministry Council, and as staff support for the group.
 - Provide logistical support for seasonal special events designed to offer cross-generational experiences, including but not limited to: Fall Ministry Fair, Advent Event, Mardi Gras, Entry to Holy Week, Pentecost in the Park, and Eat Play Love summer camp.
 - Work collaboratively with the Minister of Youth, the Director of Seattle Service Corps/20s and 30s Ministries Coordinator, Communications staff, the Choir School director, musicians and clergy in visioning, planning and execution of mutual ministry offerings.
- Coordination of Sunday formation offerings for children and families.
 - Minister to children and their families.
 - Greet families entering the Sunday School suite, the worship space, and the Childcare Center, and invite others to share in this important ministry of hospitality.
 - Support volunteer teachers in children's Sunday School and Children's Chapel.

- Curate Godly Play and other curricular resources, ensure consistent provision of supplies, snacks and space setup.
 - Facilitate teacher appreciation efforts and encourage family connections.
 - Participate in training of ministry leaders.
 - Maintain enrollment and attendance rosters.
 - Coordinate rotas for Children's Chapel leaders, child crucifer, and families to present bread and wine in worship.
 - Curate age-appropriate worship resources for children.
 - Supervise the Childcare Center and its staff, ensuring a rich, positive experience for infants and toddlers and their families during worship services and special events.
- Communications.
 - Work with cathedral database to maintain ministry rosters and lists used for communication with those groups in timely and effective ways.
 - Help produce newsletters and special announcements to ministry groups on a regular basis.
 - Attend staff meetings and other strategic planning meetings.
 - Assist the canons in collaborative projects in mutual ministry.
 - Spiritual Formation for Adults.
 - Provide coordination, communication, and logistical support for the Radix Project and Wisdom School and other seminal offerings to be developed.
 - Serve on planning teams for these initiatives.

ESSENTIAL QUALITIES and QUALIFICATIONS:

- **Christian Maturity:** mature practitioner of the Christian faith, sound theological grounding of ministry, emphasizes healthy relationships and communication; comfort with liturgical forms of worship.
- **Team Player:** works well in collaboration with others, strong communication skills, commitment to investing in people.
- **Missional Alignment:** understands and supports the church's mission, vision and values. basic knowledge of non-profit accounting practices and budget management.
- **Relational Connectivity:** strong interpersonal skills, commitment to building relational trust with the church community.
- **A Teachable Spirit:** ability to work independently, exhibit emotional maturity, ability to receive feedback and instruction, desire to learn and pursue continuing education/training.

Minimum Qualifications:

- B.A. in a relevant field or equivalent years of experience.
- Minimum 3 years experience in the context of Christian ministry or equivalent work is preferred. If your background is different, but this is the job for you, please do apply and tell us why!
- General knowledge of word processing, spreadsheets, and email are required. In addition, knowledge of Zoom or other video conferencing, and basic database technology is also encouraged.

Work Schedule: . The Program Coordinator's scheduled work week is two-and-a-half days, usually measured as 5-6 units of mornings, afternoons, or evenings in various combinations and shall include one unit for Sunday morning activities. Their schedule on weekdays is negotiated to meet their personal needs in balance with the needs of the groups served by this role. In general, no more than one evening per week shall be expected to be committed to congregational activities.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Regularly	Frequently	Occasionally
Sitting		X	
Standing	X		
Walking	X		
Climbing/balancing	X		
Lifting 25 or more pounds			X
Reaching—with arms and hands	X		
Stooping/kneeling/crouching/crawling	X		
Talking	X		
Hearing	X		
Vision—close, peripheral, depth, ability to focus	X		
Other:			

For more information, or to apply, submit cover letter and resume and three references via email to employment@saintmarks.org or by mail:

Saint Mark’s Episcopal Cathedral
 Attn: Human Resources
 1245 10th Avenue East
 Seattle, Washington, 98102

Disclaimer:

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.