



DurhamCares is Hiring a Program Coordinator!

Part-time, 20 hr/week position in Durham, NC, reporting to the Executive Director, starting at \$27/hour.

We are accepting applications on a rolling basis beginning May 27. To apply, please send a resume and cover letter to jobs@durhamcares.org.

Program Coordinator Job Description

Job Summary:

Reporting directly to the DurhamCares Executive Director, this person will support the implementation of DurhamCares programming. This will include becoming a devoted learner of Durham's story and the values and methodologies that undergird DurhamCares programs. The Program Coordinator will plan, promote, and execute events and gatherings, communicate clearly and promptly with partners, and consistently collect and record evaluation data. The responsibilities below will be given in stages.

Primary Objective: To coordinate the programming for DurhamCares.

Job Responsibilities:

Program Management

- Learn and understand the values, methodologies, and designs of The Durham Pilgrimage for Pain and Hope, Church Mobilization, Journey to Thriving, and other DurhamCares programs.
- Create, curate, and edit materials and curricular content for DurhamCares programs.
- Organize, promote, and execute DurhamCares events, including pilgrimages, pilgrimage alumni events, church mobilization gatherings, workshops, book discussions, clergy cohort gatherings, and community outreach events.
- Track, organize, evaluate, and visualize data related to program areas.
- Work with communications team to provide quality and steady communications content for all program areas.

Community Building

- Cultivate relationships with program partners and participants, and explore new partnerships with individuals and institutions. This includes congregations, pastors, pilgrimage alumni, pilgrimage speakers, volunteers, and other attendees and participants at DurhamCares events.
- Support and build community among program participants through ongoing

communications and meetings.

- Engage in advocacy efforts, and involve congregations and individuals in advocacy efforts, around recognizing marginalized histories, racial justice, inclusive and equitable development, and other issues related to program areas.
- Attend and participate in ecumenical, interfaith, and community organizing networks in Durham.
- Create and curate resources to be shared with congregations and individuals about ways to care for their neighbors.

Qualities:

- Mature Christian faith with ongoing cultivation of personal discipleship and spiritual care.
- Emotional health and maturity: celebrates the breadth of human emotions, has a deep self-awareness, welcomes emotions of oneself and others with grace and charity.
- Creative, imaginative and innovative, while remaining practical and action-oriented.
- A passion for holistic Christian ministry, Christian Community Development, and for the [vision, mission and values of DurhamCares](#).
- Knowledge of, experience with, and love for the Church in all its complexity.
- Training in, and commitment to, racial equity.
- A love for Durham and a strong connection, or desire to have a strong connection, to Durham.
- Commitment to working hard and strategically, while also being attentive to rest and personal care.
- Ability to work with a team within the structure and strategic goals of an organization.
- Good listener and collaborative bridge-builder.
- A desire to learn and grow; eager to give and receive feedback and work on learning edges.
- A sense of humor and ability to handle pressure with professionalism.

Preferred Skills & Training:

- Ministry experience, theological training, and calling to serve the Church; ordained individuals are strongly encouraged to apply.
- Experience working in ecumenical contexts, commitment to the unity of the Church, and appreciation for the gifts of the many Christian faith traditions.
- Appreciation for interfaith work and desire to pursue collaboration between the Church and other faith traditions.
- Experience with program management - designing programs, managing execution, training volunteers, monitoring results, and making adjustments as necessary.
- Experience facilitating groups of people from various racial, ethnic, cultural, and theological backgrounds.
- Proven ability to take initiative, motivate oneself, and bring projects to completion in a timely manner.



- Excellence in written and oral communications.
- Proficient in word processing, spreadsheets, design software, budgeting, and database systems.

Please note that the DurhamCares Program Coordinator will need to be available on some evenings and weekends.

DurhamCares is committed to a vision and culture that represents God's heart for justice. We strongly encourage women and minorities to apply.