

## **JOB OPPORTUNITY: ASSOCIATE FOR LIFE AND PROGRAMS**

Online version: <http://mpcmissionstudy.wordpress.com/associate/>

### **Introduction**

“[Montclair Presbyterian Church](#) is a family of open hearted, open minded, joyfully imperfect people. We know and share the radical hospitality of God. Affirming God’s love for the whole world, we work and pray for peace, justice and reconciliation.”

We are a vital and involved church with a large number of committees and groups. Recently, however, we have come to the decision that we need an additional resource—a special kind of person with skills, expertise, and a way with people that inspires their deeper involvement and a connection with what nourishes them and carries forward the mission of the church. A person who shares our passion for peace, justice and reconciliation and knows how to mobilize people with strong commitment but varying talents, time and energy. A person with the demonstrated ability to help us build intergenerational community and develop the organizational infrastructure, training, and communication that will help us make a difference in our church and in the world.

### **Compensation**

Starting salary \$40,000 with medical/dental/vision benefits. Hours are flexible, but there are significant evening and weekend time commitments.

### **How to Apply**

To be considered for this position, send your resume and a cover letter to <mailto:lifeandprograms@gmail.com>. In your cover letter, please discuss specific ways in which your employment and/or volunteer background aligns with the requirements of the position as described in the Job Description below.

### **Associate for Life & Programs Job Description**

The Associate for Life & Programs reports to the Pastor, Karen Stokes, and is responsible for overseeing the leadership and coordination of the various committees and groups in the church. This person does not staff particular committees or groups, but is the staff person that ensures that the congregation as a whole is aware of the various opportunities for personal and spiritual enrichment, community building, and service that the committees and groups provide.

Responsibilities and tasks of the Associate for Life & Programs include:

- Supporting and empowering committees and groups:
  - Assist committee chairs and members in setting goals on an annual basis
  - Help identify and nurture new leaders
  - Work with the Nominations Committee to ensure that chair positions are filled
  - Encourage and respond to new ideas for small groups, committees, activities and programs
  - Act as a resource to committees and groups regarding the organizational structure of the church and the groups’ relationships to Session
  - Develop and implement a system for annual committee/group self-evaluation

- Build and maintain positive professional relationships with committee chairs, Session, staff, and the congregation
- Coordinating leadership training and communication between groups:
  - Help plan annual leadership retreats and other workshops or training, as needed
  - Encourage networking between groups of similar interests through joint meetings, use of communication technologies, etc.
- Coordinating the integration of church members and new people into group activities
  - Work with the Membership Committee to follow up with new members within 6 months of their joining to encourage involvement in appropriate groups/activities
  - Maintain an accurate listing of groups and committees
  - Work with committee chairs to encourage and facilitate intergenerational activities and service opportunities, with emphasis on one-time and short-term projects
  - Communicate regularly and effectively with the congregation regarding small group/committee opportunities by facilitating Sunday announcements, interpretive information in *Contact*, annual committee/small group fairs, or other methods of inviting and involving people

Skills and attributes of the ideal candidate for this position include:

- Grounding in a faith tradition
- Career or volunteer leadership experience in a church or not-for-profit organization
- Demonstrated ability to energize, connect, and motivate people of all ages
- Organizational skills: good at process and attention to detail
- Solid verbal, written, and electronic (web, email) communication skills
- Conversant in progressive Christianity and receptive to the congregation's range of faith expressions and experiences
- Experienced in leadership training
- Friendly, genuinely enjoying contact with people
- Creative and adventurous, a self starter
- A strong interest in a caring community, where people value being known and accepted

As needed, must be able to attend Sunday worship services, coffee hour, and after-church or evening meetings/events.

### **Learning More**

To learn more about Montclair Presbyterian Church and its mission, explore this website and [visit the official MPC website](#).

Montclair Presbyterian Church is an Equal Opportunity Employer.