Position Description

A. **Title:** Program Coordinator, Institute for Youth Ministry

B. **Status:** Exempt, Full Time

C. **Purpose:** The Program Coordinator will oversee and manage a 3-year grant project to conduct research and help churches from across the country design, prototype, and implement new forms of youth ministry in their congregational context.

D. **Supervision:** Reports to: Director of the Institute for Youth Ministry

E. **Responsibilities:**

1. Facilitate the 3-year grant project under the supervision of the Director of the IYM, including marketing, communication, recruitment, development, research, execution, and measurement of the success of the project.

2. Identify and develop content and strategy for the grant project, working to integrate content across the IYM’s digital platforms in partnership with the IYM’s Assistant Director.

3. Collaborate with IYM staff to bridge the learning from the grant project to the IYM’s ongoing research, programs, and events.

4. Evaluate the effectiveness of the grant project against well-defined metrics and stakeholder feedback.

5. Take responsibility as the point person for planning and administrating the project’s associated events and manage the project’s budget-including report drafting for the Lilly Endowment.
6. Work directly with church leaders and teams involved in the project, coordinating deadlines, deliverables, and coaching them on organizational strategy.

7. Other duties as assigned by the Director of the IYM.

F. **Qualifications:**

1. Bachelor of Arts, with majors in communication, management, organizational strategy, organizational psychology, or entrepreneurship preferred. Master of Arts in the above is highly preferred.

2. 3-5 years' experience in program coordination/management.

3. Excellent organizational skills with specializations in communications, youth development, marketing, education, and/or administration preferred.

4. Proven experience with social media communication and marketing.

5. Proven track record of innovation and creativity, with the ability to lead and to work well on a team.

6. Exceptional communication skills, with professional presentation experience with all levels and audiences.

7. A demonstrated desire to work at the intersection of innovation and Christian youth ministry.

8. A demonstrated understanding of diverse Christian congregations. Experience working in or with churches is preferred.

*Interested parties should please submit a résumé and cover letter to iym@ptsem.edu*

*Princeton Theological Seminary reserves the right to amend this position description at any time.*