



Title of Position:

Coordinator for Forma Evangelism and Formation Associate

Department: Lifelong Learning

Job Status: Part-Time

Reports To: Associate Director of Lifelong Learning

FLSA Status: Exempt

Work Schedule: Flexible within M-F, 20 hours, remote/ in office

Positions Supervised: None

POSITION SUMMARY

The Coordinator of Forma Evangelism and Formation Associate is part of a dynamic, growing department committed to equipping church leaders for faithful, skillful, and contextual ministry. Supported by the elected Forma Leadership Council, this staff person will be responsible for oversight of the Forma network as well as a regular contributor to the Christian Formation resources and services offered by Lifelong Learning.

RESPONSIBILITIES

- Administer oversight of Forma, the Episcopal network for Christian Formation leaders, including annual budget
- Guide Forma Leadership Council to lead a vibrant, responsive, financially sustainable membership network
- Coordinate Forma programming, including annual Conference and Certificate in Lifelong Christian Formation with support of logistics conference planning consultant
- Manage Forma communications including newsletter, website, social media platforms, and emails, with support of Lifelong Learning Programs and Communications Administrator
- Supervise Forma Certificate Administrator
- Contribute to Lifelong Learning Christian Formation resource development and programming as gifts and time allow, including Building Faith, weekly Ministry Consultations, classes, and webinars

POSITION QUALIFICATIONS

Competencies:

Required

- Ability to maintain strict confidentiality
- Detail oriented
- Ability to organize, establish objectives and priorities, and achieve goals

- Ability to work alone and under direct supervision
- Self-motivated and team oriented
- High level of computer literacy
- Demonstrated communication, organization, and critical thinking skills
- Effective interpersonal skills, including deep listening and group facilitation

Preferred

- Knowledge of Christian formation (theory and practice)
- Conversational Spanish

SKILLS & ABILITIES

Education:

- Bachelor’s degree or an equivalent combination of education, training, and experience

Experience:

- Five years’ experience in an administrative role
- Experience in and engagement with the Episcopal Church

Technology Skills:

- Proficiency in Microsoft 365
- Graphic design e.g. Canva (preferred)

WORK ENVIRONMENT

Work is performed primarily remote/in office.

Supervisor Signature: _____ Date:

Senior Staff Approval: _____ Date:

Employee Signature: _____ Date:

The Seminary has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Seminary reserves the right to change this position description and/or assign tasks for the employee to perform, as the Seminary may deem appropriate.