



Parish  
Resource  
Center

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## Solutions For Churches & Communities

### Program Coordinator Job Description

Parish Resource Center (PRC) is a non-denominational collaborative hub focused on finding solutions for churches and communities. We are a growing nonprofit organization in Lancaster, Pennsylvania with a 40+ year history. Our approach is practical and relationship-based; we share resources, ideas, and support by networking churches, nonprofits, volunteers, and other organizations to address pressing needs around us. Examples include:

- providing professional trainings by experts on needed topics which can range from restorative practices to organizational leadership;
- offering contemplative programming such as retreats and yoga;
- maintaining a library of physical resources for members to peruse and check out;
- connecting our local initiatives to national movements, which has recently included sharing quarantine best practices, learned first-hand during COVID, with national partners;
- reimagining spiritual direction training to produce spiritual directors equipped to work with those on the margins;
- organizing volunteers and funds to address issues such as immigration and food insecurity;
- bringing in nationally-known speakers like Anne Lamott and Father Greg Boyle to energize local conversations;
- and offering shared professional services like bookkeeping.

PRC's collaborative staff includes an Executive Director, a part-time bookkeeping staff, a Community Initiatives Coordinator (focused on PRC's Community Initiatives of immigration, poverty and food insecurity, and restorative justice), and the Program Coordinator (focused on organizational trainings, church life workshops, and contemplative programming). PRC's small but skilled staff allows it to shift quickly and nimbly to address pressing needs as they arise.

The Program Coordinator takes the lead in planning and coordinating PRC's 50-70 yearly workshops and trainings, held in-person and online. Programming ranges from evening workshops on topics like Quickbooks and trauma-informed care, to contemplative retreats and meditation, to longer programs like our two-year Spiritual Direction Training program. The Program Coordinator relates to PRC's 80+ member churches, and works regularly with many additional congregations and organizations, when they request advice or a specific service. These organizations include 13 denominations, non-denominational churches, synagogues, and other groups.

## **General Requirements**

- Positively contribute to highly collaborative work environment
- Maintain an open mind to new ideas/constructive feedback, and embrace change
- Resourceful and highly organized with close attention to detail
- Excellent customer service skills
- Ability to represent PRC to partners and clients in a mature and professional manner
- Respectfully maintain confidentiality of sensitive information
- Willingness to perform a broad variety of tasks, both routine and specialized
- Knowledge of and respect for Christian faith traditions
- Ability to receive instruction
- Provide updates regularly on your areas of focus to Executive Director and other staff
- Be comfortable with general office technology including Microsoft Office programs and computer use, and willing to learn specific software like Salesforce, Canva, and others
- Cultivate a work environment of continuous improvement and positive morale
- Ability to work independently and be a self-starter
- Communicate effectively and respectfully both internally and externally
- Ability to lead by example
- Must have Pennsylvania child abuse clearances, criminal background check, and fingerprinting (or willingness to obtain these immediately upon employment)

## **Education**

- A Bachelor's degree in a related field is required.

## **Specific Skills**

- Experience with planning and implementing successful programs, workshops, and events
- Problem-solving of immediate problems, as well as finding solutions to prevent recurrence of the same issue
- Ability to multitask and prioritize well, to juggle multiple long- and short-term projects simultaneously
- Interact professionally and patiently with presenters and registrants
- Excellent critical thinking skills to evaluate and adapt programming
- Sharp proofreading skills and an ability to communicate clearly and concisely

## **Duties and Responsibilities**

The Program Coordinator's main duty is coordinating, under the direction of the PRC Executive Director, organizational trainings, church life workshops, and contemplative programming. This includes:

- Coordinate necessary logistics to ensure successful organizational trainings, church life workshops, and contemplative programming
- In collaboration with other PRC staff, brainstorm and assist in developing new programming
- Coordinate the Spiritual Direction Training program: including marketing and recruitment, student enrollment, room & board logistics, and scheduling faculty
- Support PRC members in your areas of expertise or direct them to outside resources, consultants, and support, in conjunction with other PRC staff
- Maintain and grow PRC's relationships with member and nonmember churches, nonprofits, and other organizational partners, to grow programming and membership
- Promote PRC programming through general marketing, personalized emails, social media, etc.
- Regularly evaluate the effectiveness of the PRC's programming in an atmosphere of continual improvement
- Be the main point person for members who drop in at the PRC requesting resources and do basic library tasks such as checking items in and out, reshelving, etc.
- Administrative tasks (15-20% of time) - answering phones, some data entry, invoicing, donor thank yous, etc.
- Work some evenings and weekends as the PRC staffer at workshops/trainings/events
- Various tasks and projects, as directed by the Executive Director

### **Hours and Physical Requirements**

- Currently a full-time, 40-hour a week position. Regular hours are Monday through Friday 9 a.m. to 5 p.m., but some evenings and the occasional weekend required
- Ability to lift up to 25 lbs., has a current driver's license, and comfortable, personal mobility

### **Benefits and Compensation**

PRC offers competitive wages and benefits to employees. Benefits include medical insurance, paid vacation, and retirement with employer contributions.

### **Reporting Relationship**

PRC Program Coordinator reports directly to the Executive Director, who provides direction and oversight of their overall workflow and workload. PRC Program Coordinator also maintains close working relationships with PRC outside consultants and other PRC staff members.

### **Non-discrimination Policy**

At PRC, we value each person we work with as a unique individual and we welcome the variety of experiences each brings to our company. As such, PRC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed

to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. PRC is an equal opportunity employer.

**Applications**

To apply, please send a resume and cover letter to [jobs@parishresourcecenter.org](mailto:jobs@parishresourcecenter.org). Applications will be considered on a rolling basis.