

Pilgrim United Church of Christ – Fond du Lac, WI

Adult Christian Education Coordinator

Position Title: Adult Education Coordinator (salaried position based on a 9 mo. schedule)

Purpose of Position: The Adult Education Coordinator in collaboration with the Adult Education Committee (a subcommittee of the Christian Education Ministry) will provide opportunities for spiritual growth in Pilgrim United Church of Christ

Qualifications:

- Excellent verbal and written communication; both individual and group communications including creating promotional materials.
- Excellent organizational abilities
- Some experience in adult education and familiarity with Adult Christian Education curriculum.
- Experience coordinating small groups and events and booking speakers
- Able to research ideas for programs from a wide variety of sources.
- Leadership skills
- Technology skills including use of Zoom, PowerPoint, and remote learning.

Job Duties:

- Collaborate with the Adult Education Committee and attend monthly meetings.
- Communicate with the Christian Education Committee and pastor regarding adult education plans.
- Develop plans for adult education programs and recruit presenters in collaboration with the Adult Education Committee.
 - Adult Forum (Sundays following worship Sept. – May)
 - Expanding Horizons (Sept.-May)
 - Other educational classes as needs are recognized
 - When feasible, plan and organize the Fall Adult Retreat or other similar adult learning opportunities.
 - Determine topic
 - Recruit leader and plan schedule of weekend
 - Contact hotel or retreat center and plan arrangements
 - Determine price
 - Publicize event (sign up poster, brochure, mailings, etc.)
 - Collect fees from participants, arrange payments for speaker and facilities.
- Provide schedules for programing
- Publish brochures for programs,
 - Distribute information to congregation members
 - Publicize programs within the Fond du Lac Community
- Assume financial responsibility for Adult Programing
 - Submit a budget yearly for the programing and presenters.
 - Arrange for payment of presenters
- Prepare annual report.
- Submit monthly Quill articles and weekly announcements for bulletin, weekly emails etc.
- Lead educational programs
 - Prepare room, make coffee, take attendance
 - Introduce speakers
 - Clean up following events