Illinois Conference UCC
Thriving Pastors in Revitalizing Congregations
Job Posting

TPIRC Program Coordinator
$30,500: $29.33 * 20 hr/wk * 52 weeks
Location: Flexible schedule and work from home office. Access to internet (and ZOOM) a must.

This position reports to the TPIRC Program Director and has primary responsibility for coordinating the many moving parts of the TPIRC program.

Other Duties include:

- Organize the details of the Annual Summit Learning Events
- Coordinate payroll and assignments of coaches and CCOP facilitators
- Administer at the beginning, mid-point, and conclusion of the program, the written quantitative survey to pastors regarding average congregation age, successful outreach minutes, worship attendance, etc.
- Review and make adjustments as needed for membership of CCOP, Cohort groups or coaching relationships.
- Facilitate the scheduling and notifications for all TPIRC related gatherings

Key Skills required

- Attention to detail
- Ability to track and monitor a complex program with many moving parts
- Proficiency with Microsoft Office, Email, and other office technologies
- Skillful creation of regular reports
- Event coordination/Project management

This is a part-time job that by federal law must be compensated at an hourly rate. Actual hours worked must be submitted to the Support Staff for Operations on the schedule established at hire. It is expected that this position will average 20 hr/wk. The most current Personnel Handbook for the IL Conference will apply to this position and will outline limited benefits, rights and responsibilities of part time employees of the IL Conference.

Please submit letter of interest and resume to the Rev. Molly Carlson (MollyCarlson@ilucc.org). Applications will be reviewed starting December 27, 2021.