

**ACADEMY OF OUR LADY OF LOURDES
POSITION DESCRIPTION**

DEPARTMENT: Assisi Heights Spirituality Center **TITLE:** Program Development Coordinator

GENERAL SUMMARY

The Program Development Coordinator is responsible for the growth and development of the Assisi Heights Spirituality Center as an educational and spiritual ministry reflecting the mission and legacy of the Sisters of St. Francis.

ESSENTIAL FUNCTIONS

- Develops sponsored programs open to the public that support the mission and charism of the Sisters of St. Francis community
- Communicates sponsored client information to the Event Coordinator for event confirmation and logistical planning
- Communicates regularly with the AHSC Marketing Coordinator and the Director of Communications regarding public interest marketing strategies
- Recruits and coordinates program presenters
- Partners with other entities and develops new relationships that promote the mission and legacy of the Assisi Heights Spirituality Center
- Monitors the effectiveness of ongoing program procedures (registration, check-in, hospitality, etc.) and update as necessary
- Evaluates each program to measure effectiveness and public interest
- Maintains a healthy relationship with the public and contacts for potential programming opportunities
- Assists in distributing marketing materials to the public
- Assists Event Coordinator with developing a volunteer list for events and coordinates needs with the Assisi Heights Volunteer Coordinator
- Plans agenda with Event Coordinator and co-facilitates meetings with AHSC Advisory Council on a monthly basis or as needed
- Assists in proposing programming and marketing ideas for AHSC Council input
- Assists with the development of a strategic plan for the AHSC in collaboration with Congregational Minister, Event Coordinator, AHSC Advisory Council and Director of Communications and Public Relations, and approval of the Leadership Council
- Develops and manages the AHSC programming budget
- Manages staff with a team effort

OTHER FUNCTIONS

- Membership and participation in professional associations
- Participates in appropriate meetings and committees; other duties as assigned by the Congregational Minister

COMPETENCIES AND/OR SPECIAL REQUIREMENT

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Centered Living Philosophy

- Must pass a background investigation, including a criminal history investigation

QUALIFICATIONS

- Bachelor’s degree in related field or combination of education and experience
- Minimum 3-5 years of experience in a related field
- Understanding of the Franciscan Spirituality
- Understanding of non-profits and spirituality industry required
- Knowledge of and operation of AV equipment
- Proficiency in all components of Microsoft Office
- Proficient working knowledge of marketing, planning, and measurement of success
- Ability to organize and prioritize appointments
- Demonstrates exceptional organizational skills and creativity
- Demonstrates relational leadership skills
- Hospitable and welcoming presence on phone and in person
- Strong interpersonal and communication skills
- Ability to problem solve in a calm and creative manner
- Ability to be flexible and respond to change
- Ability to work independently and as a team player
- Ability to maintain confidentiality
- Ability to communicate to various groups with excellent oral and written skills

WORKING CONDITIONS

- Extended periods of standing, walking or sitting may be required
- Work requires use of computer keyboard and mouse
- Work requires a large extent of verbal communication
- Standing, sitting, walking, bending, stooping, reaching, pushing, lifting, carrying, and auditory and visual acuity, and manual dexterity required on a daily basis
- Variance from regular office hours, including evenings or weekends, may be necessary to fulfill the responsibilities of this position
- Local travel often required to meet with community leaders, churches, businesses and other organizations to partner with the AHSC
- Duties required both on and off site

ACCOUNTABILITY: Reports to Congregational Minister/President
POSITION LEVEL: E-4
FLSA: Exempt
DATE CREATED: December 2024

SIGNATURES:

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: _____ Date: _____

Director or: _____ Date: _____

Congregational Leadership