

Application for Program Coordinator - Repentance Project

The Repentance Project (<https://repentanceproject.org>) is seeking to hire a Program Coordinator. If you would like to be considered for this position, please submit all required documents and references no later than October 19, 2020.

Overview:

The Program Coordinator is responsible for managing all aspects of the Repentance Project programming. The key areas of focus will include fundraising, content development, administrative tasks, and communications. See descriptions below. This position is a temporary one (6 months or more), requiring approximately 20 hours/week role. Annual financial compensation is tentatively set for \$20,000. A fair compensation will be negotiated. There is also an opportunity for this position to become a permanent, part-time or full-time, position in the future. The position is also remote with the potential to become based in the DC Metropolitan area (DC/MD/VA) or in Orlando, FL.

Required Documents:

- A Cover Letter, including a brief summary of your involvement in the sphere of racial reconciliation.
- Resume
- Two references (at least one of which can speak to your spiritual life).

Job Responsibilities

Financial Management/Fundraising (25%)

- Manages budgets and financial reporting, including tracking expenses, pledges, and donations.
- Facilitates donor outreach and engagement, including thank you notes to donors.

Content Development (30%)

- Manages the editing and development of online and print publications (e.g., An American Lent 2021)
- Helps update and keep track of a collection of articles, books, curriculums, websites, and educational resources on relevant topics.
- As necessary, writes, designs, and produces new print and online content.
- Oversees, with assistance from Board Members and others, the production of the Monthly E-Newsletter

Administrative Assistance (25%)

- Schedules calls, meetings, and travel as required.
- Keeps board updated on programmatic and organizational developments.
- Responds to emails, public inquiries, and media requests. Delegates high level requests as necessary.
- Coordinates interviews, events, and other Repentance Project public appearances with board members.

- Updates and maintains all web properties including domains, websites, landing pages, etc.
- Attends Coracle staff calls, meetings, and events as needed.

Communications/Public Relations/Marketing/Outreach (20%)

- Helps to maintain and nurture relationships with partners and related organizations to advance the organization's mission.
- Implements online marketing, maintains all social media properties, distributes newsletters, and expands online presence.
- Attends race related events to share about the Repentance Project and increase awareness of mission, promote our resources, and expand relational/institutional networks.

Contacts

To request more information, or if you have any questions, please contact Erin Clifford at <director@repentanceproject.org> or Robert Mackay at rjmackay26@gmail.com.

