

Curriculum Project Coordinator

Status: Full-time hours, 13 month contract

Working Days: Typically Monday – Friday; a spirit of flexibility is expected

About The Meeting House

We feel God is calling us into a new vision: Introducing spiritually curious people to the Jesus-centred life through a movement of Jesus-centred churches. What does that mean? Through our Meeting House sites and expressions across Southern Ontario, and new Jesus Collective network, our desire is to honour God by proclaiming the irreligious message of Jesus and fostering loving communities of fully committed Christ-followers in a way that makes sense for that local context. We are all about Jesus first, which we believe results in our values of peace, simplicity, community, and mission. We are reimagining what it would look like to be a church that is fully activated for mission and engaging the spiritually curious around us. We are committed to evangelism and kingdom growth within our existing footprint, and uniting with other Jesus-centred churches to amplify our Kingdom impact beyond our footprint in ways we have not imagined before. We need people who share excitement about this spirit-led vision and want to contribute their gifts, skills, expertise and heart to this transformation! Check out our website for more details: www.themeetinghouse.com.

Role

The Curriculum Project Coordinator provides administrative, project coordination, and production assistance to the development of kids and youth curriculum.

Requirements

- Fully aligned with the message, mission and ministry strategy of The Meeting House
- Spiritual maturity to represent The Meeting House well
- Exceptional administrative and organizational skills with a strong attention to detail
- Strong project coordination skills with a track record of meeting deadlines
- Ability to work independently and in a team, multi-task and adapt to constant change
- Excellent relational skills with a professional approach to relationships
- Strong computer skills and the ability to learn new programs quickly (including InDesign, Photoshop, Illustrator and Wrike)
- Eye for quality in layout and design
- Strong writing skills is an asset
- 3-5 years of experience in a similar role in a fast-paced and dynamic environment

Responsibilities

- Organize all deadlines and work back schedules for curriculum content production and track them using project management software; help the team meet deadlines by keeping them up-to-date on the status of their projects
- Support the Curriculum team – content and video production – in the regular rhythm of the ministry calendar
- Complete recurring and ongoing administrative tasks accurately and on time, based on the needs of the project
- Field all incoming requests for curriculum support and/or resources, e.g. external sourcing, ministry areas, on-line, graphics, video, print, etc.
- Manage curriculum content writers, including communicating requirements, and ensuring all deadlines are met
- Provide quality control support



- Provide good customer service to Curriculum users
- Book video shoots, find locations, permits and hosts
- Ensure that all curriculum and related activities are easily replicated and implemented within our multi-site model
- Provide clear and accurate descriptions of resources so the Site Support team can source and deliver the correct materials to sites
- Prepare invoices and expense reports
- Help improve and develop new processes and best practices for the Curriculum team
- Coordinate writers, schedule, track, and set up posts on The Parent Blog
- Manage the distribution and organization of curriculum files
- Ensure feedback from ministry areas is intentionally and regularly collected throughout the year
- Other responsibilities as assigned

Relationships

Reports to: Curriculum Pastor

What We Offer

You will lead and work alongside amazing people in our community who love Jesus and are learning to put into practice what it means to follow Him. You will join a staff team who genuinely care for each other, love what they do and strive to work to the best of their abilities. None of us are superstars; we just try to authentically follow Jesus together. We are a fast-paced organization and are willing to try new things and experiment if we think something else will be more effective. We often fail first before finding what works best.

The Meeting House is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.