

Position:	Engagement Coordinator	Reports To:	Senior Director, Engagement & Programs
FLSA Status:	Salaried, Ministerial Exception	Schedule:	Full-time, Sunday through Thursday
Primary Location: First Presbyterian Church Fort Worth, 1000 Penn St., Fort Worth, TX 76102			

To apply, email your resume to [HR@fpcf.org](mailto:HR@fpcf.org)

**Opportunity:**

First Presbyterian Church Fort Worth, established in 1873, is a vibrant source of faith, community, and service for people from all walks of life. With over 1600 members, we offer dynamic worship, outreach programs serving 1,000 neighbors weekly, and early education for children up to 5 years old. Known for our inclusive and caring environment, we are considered by many as the best place to work. Our culture is differentiated by our people-first approach, commitment to serve our community, and our unmatched total compensation packages.

**Contributions Defining Impact:**

*The essential functions listed are representative of those required to successfully perform the job.*

- Effectively collaborate with various ministries and groups within the church to understand, communicate, and coordinate participation, attendance, or support
- Contribute to the design and structure of volunteer programs and integrate mission awareness into all volunteer activities
- Manage the volunteer engagement cycle, including recruitment, orientation, training, retention, and recognition of volunteers. Coordinate assignments based on individual skills/interest/availability and ensure participation needs are met
- Contribute to the spiritual growth and well-being of our congregation by developing and implementing strategies to promote a sense of community, encourage ministry participation, and assist with integrating members and friends into the life of the congregation
- Maintain a volunteer database, analyze metrics, and present findings/recommendations
- Establish standard operating procedures (SOPs) to streamline workflow and provide a strong foundation for sustainable volunteer programs
- Enhance the church’s presence and impact within the community by developing relationships with community organizations and coordinating volunteer logistics for individuals, corporate and community groups, and workforce development program participants
- Collaborate with the First Pres Communications Team to ensure timely communications and support strategies to enhance ministries
- Partner with Human Resources in creating recruiting, training, retention, and recognition strategies
- Perform all duties consistent with First Presbyterian Church Fort Worth and the Presbyterian Church (U.S.A.)’s theological beliefs and standards and participate in the Great Ends of the church (*Book of Order* in F-1.0304\*).
- Embody and uphold the congregational core values: radical hospitality, intentional unity, transformational relationships, and humble service
- Contribute to the Church and ministries’ overall success by performing additional duties as necessary

*\*The Presbyterian vision for church and ministry was crystalized in the Six Great Ends of the Church: the proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world.*

## Engagement Coordinator Job Description

### First Presbyterian Church Fort Worth



#### **Essential Requirements:**

##### Education & Experience

- Understanding of, or willingness to learn, the Presbyterian Church (U.S.A.), including basic principles, beliefs, governance, operations, mission, and practices
- A minimum of three years' experience in coordinating volunteers or outreach and engagement is required. A combination of education and experience will also be considered
- Demonstrated project management skills, including managing numerous projects simultaneously and prioritizing critical focus areas
- Proficiency in Microsoft Office
- Experience in church life, regardless of denomination
- While not required, applicants with a Bachelor's degree may be given preference
- Prior experience managing volunteer services or nonprofit organization is preferred
- Familiarity with local social service organizations, partner agencies, and community centers is preferred

##### Knowledge, Skills & Abilities

- Passion and calling to engage volunteers in First Presbyterian's mission and ministries
- This position engages with people from all walks of life and communication styles must be adapted to meet the needs of multiple audiences
- Ability to build relationships, be diplomatic, and exhibit sensitivity and empathy in working with volunteers, the public, community organizations, and others in dynamic organizations and events
- Ability to demonstrate compassion while maintaining compliance with established rules and procedures
- Ability to adhere to process protocols and apply established protocols in a timely manner
- Excellent oral and written communication (in English), interpersonal, cross-functional collaboration, and problem-solving skills
- Ability to engage in problem resolution, assess the situation objectively, and potentially manage unexpected emergent situations with composure
- Efficient program management and strong organizational skills
- Resourcefulness and adaptability with excellent time management
- Flexibility to work changing schedules, including evenings and weekends
- Effectively collaborate and communicate with key stakeholders, multiple departments, committees, and people. Handle private information with discretion
- Radiate a positive energy that builds and sustains a collaborative and inclusive culture of cohesive teams focused on delivering value to others
- Must be legally authorized to work in the US without sponsorship (currently or in the future)

#### **Environment:**

*The physical demands reflect requirements to successfully perform the essential job functions. Reasonable accommodations may be provided for individuals with disabilities.*

- Regular attendance in worship service, ministry events, formation activities (such as Presbyterian 101), or event participation as required
- Ability to travel between, and office within, our two locations (Penn St. & Hemphill St.)
- Constant movement throughout the buildings and properties and ability to periodically stoop, kneel, bend, crouch, twist, squat, push/pull, and move up to 15 pounds regularly. Digital dexterity and ability to reach are required to assemble, retrieve, and replace things
- Close visual acuity to perform activities, such as reading, preparing and analyzing data, proofreading, general hazard identification, counting, and overall assessment of environment

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### First Presbyterian Church Fort Worth



- Must hear with aid, effectively converse with stakeholders, and respond quickly to sounds or emergency situations in potentially noisy environments
- Must adapt to workplace stressors such as complaints, emergent situations, loud noises, or competing priorities
- Must adhere to and apply process protocols timely

#### **Team:**

The First Pres team is inclusive and diverse, valuing empathy, diversity, compassion, and collaborative contributions. Our dynamic environment promotes growth, collaboration, and mutual support.

We are proud to be an equal opportunity employer that promotes an inclusive work environment in which all people authentically belong. We are interested in every qualified candidate who is eligible to work in the United States; however, we are not able to sponsor visas. All qualified applicants will receive consideration for employment without regard for one's race; color; sex; national origin; age; pregnancy, childbirth, or related medical condition; military/veteran status; marital/domestic partner status; physical or mental disability; medical condition; religion or religious affiliation, except where determined to be a bona fide occupational qualification; sexual orientation; gender; gender identity or expression; genetic information; ancestry; or any other category protected by applicable federal, state, or local law.

#### **Other Duties:**

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee and may change at any time, with or without notice.

#### **Benefits for You:**

Pay is determined by previous qualifications, market data, and internal equity and begins at \$53,000 per year, paid on a semi-monthly basis. As a mission-based organization, we believe in supporting our employees through an amazing benefits package.

**Full-time employees** of First Presbyterian Church are immediately eligible to participate in our robust benefits package on day 1! First Pres provides **FREE** health insurance to employees and eligible dependents. Employees also receive **FREE** life, AD&D, and long-term disability insurance. Low-cost, voluntary benefits (such as dental, vision, or short-term disability insurance) are available to elect. We help our employees prepare for the future by automatically contributing 10.5% of the employee's earnings to a retirement plan each month.

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I have read and understand the duties and responsibilities of this position.

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Employee

Employee Signature

Date