**Job Title: Ministry Program and Project Coordinator**

**Location: Fellowship Missionary Baptist Church, Minneapolis, MN**

**Job Type: Full Time**

**Salary Range: $50,000 - $62,500**

**Reporting To: Operations Director**

**Position Summary:**

Fellowship Missionary Baptist Church is a vibrant and inclusive community located in Minneapolis, Minnesota. With a commitment to serving and advocating for all members of society, including marginalized communities, the church provides a welcoming and nurturing environment where individuals can focus on their spiritual journey. At Fellowship MB, you will experience a culture of love and acceptance, where everyone is embraced and valued for who they are. This church is not just a place of worship, but a place of unconditional love and support, where individuals can find healing, wholeness, and a sense of belonging. If you are seeking a meaningful and inclusive work environment where you can contribute to the empowerment and spiritual growth of a diverse community, Fellowship Missionary Baptist Church is the place for you.

We are seeking a dynamic and organized individual to serve as our Ministry Program and Project Coordinator. This role will be instrumental in facilitating the administrative functions of the church as well as coordinating various programs and events. The ideal candidate will be a team player with excellent communication skills and a passion for supporting the mission and vision of our church community.

**Key Responsibilities:**

1. **Ministry Program and Project Coordination:**
   * Collaborate with church and ministry leaders to plan and execute various programs, events, and activities.
   * Serve as the point of contact for program participants, addressing inquiries and providing support as needed.
   * Oversee logistics for special events such as retreats, conferences, and outreach initiatives.
   * Assist in developing and implementing strategies to enhance program effectiveness and participant engagement.
2. **Administrative Support:**
   * Manage the church office, including answering phones, responding to emails, and greeting visitors.
   * Maintain church records, databases, and filing systems.
   * Coordinate scheduling for church facilities, meetings, and events.
   * Assist in the preparation of church publications, newsletters, and bulletins.
   * Ensure compliance with church policies and procedures.
3. **Team Collaboration:**
   * Work closely with clergy, staff, volunteers, and various church committees to support overall ministry objectives.
   * Participate in staff meetings, planning sessions, and training opportunities.
   * Collaborate with church leadership to implement strategic initiatives and goals.

**Qualifications:**

* + A strong commitment to the Christian faith and alignment with the church’s mission and core values
  + Previous administrative experience, including working with various office technologies and systems.
  + Excellent communication and interpersonal skills.
  + Sound judgment and a to maintaining confidentiality and upholding ethical standards.
  + Strong organizational and leadership abilities.
  + Willingness to be a solutions-oriented, self-starter who proactively addresses office and program needs.
  + Willingness to work flexible hours, including evenings and weekends.

**Education and Experience**

3 years of administrative and/or program coordination experience.

**Preferred Experiences:**

* Previous experience in administrative support, program coordination, or similar role, preferably in a church or nonprofit setting.
* Proficiency in various office management software tools and systems
* Demonstrated ability to work collaboratively in a team environment and build positive relationships with diverse groups of people.

**Working hours will vary according to church activities and events including evenings and weekends.**

Physical requirements include the ability to sit for extended periods, stand, walk, and lift up to 25 pounds occasionally.

Please submit your application at the below link.

[LINK TO FMBC MINISTRY PROGRAM AND PROJECT COORDIANTOR APPLICATION](https://forms.gle/wDHkVedMnEU6MeK29)

Fellowship Minneapolis is an equal opportunity employer. We encourage applications from candidates of all backgrounds who are dedicated to supporting and coordinating ministry programs that foster spiritual growth and community involvement within the church community.