

Employer: Church Universal and Triumphant
Group: Ministry Pillar
Team: Ministry

JOB TITLE: Communicant Program Developer

Reports to: Ministry Director
Job Status: Full-time
Hours of Work: 40 hours per week
Pay Range: Dependent upon experience

Legal Holidays Observed: President's Day, Memorial Day, Labor Day, Thanksgiving and the day after, Christmas Day and 2 floating holidays per year.

Travel and Expense: Periodic overnight travel may be required. Expenses for lodging, airfare, and meals will be covered by the Church or local groups.

SUMMARY

Develops content for new communicant program. Implements online components and coordinates printed components. Manages communicant portal on church website.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Works with team leaders and members to envision the new communicant program.
2. Develops content for the program.
3. Implements online program components and coordinates printed components and mailings.
4. Manages communicant portal on church website.
5. Documents procedures.
6. Attends team meetings and contributes to reaching team goals.
7. Other duties may be assigned.

QUALIFICATIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

You must be a Communicant in good standing to be considered for this position.

Education and Work Experience

Employer: Church Universal and Triumphant
Group: Ministry Pillar
Team: Ministry

Bachelor's degree in education or comparable field. In-depth understanding of the teachings of the Ascended Masters is a requirement. This is not a virtual position.

Knowledge, Skills, and Competencies

- Excellent communication skills
- Project management skills; ability to multi-task, prioritize and maintain accuracy of information
- Curriculum development skills
- Detail oriented with strong organizational skills
- Computer skills (MS Word, Excel and PowerPoint)
- Internet navigation, email and online software skills
- Research and writing skills
- Ability to work as part of a team
- Good command of the English language
- Ability to remain calm and effective under pressure
- Comfortable with change and the challenges of a rapidly evolving business environment