

**Title: Pathways Bridges Program Grant Coordinator**

 Classification: Contractor (Part-Time, 20-25 hours/week)

Supervisor: Director of Pathways Bridges Program

*EPA & GNJ employees through their work help fulfill our mission: recruit and develop transformational leaders to make disciples and grow vital congregations to transform the world.*

*EPA & GNJ values as an organization and in its employees*

* *innovation and risk taking*
* *excellence in its ministry and service*
* *compassionate and just service*
* *diversity*
* *collaboration*

*United Methodists of Eastern Pennsylvania and Greater New Jersey view all employees as leaders who are critical to the mission, capable of growth and valued.*

**Pathways Bridges Program**

A program to creatively motivate leaders, and congregations to connect and engage with a diverse group of people in their communities through storytelling and spiritual practices. The program bridges the gap between the demographics of the church and those of the broader community, ultimately seeking to ensure that the congregation reflects the diversity of its surroundings

**Position Summary**

The Program Grant Coordinator will support the Pathways Bridges Program by handling general administrative tasks, coordinating events, and managing grant reporting. This is a part-time position that reports directly to the Director of Pathways Bridges Program.

**Essential Functions**

* Perform general administrative duties such as scheduling, maintaining records, and preparing reports to support the program's operations.
* Coordinate logistics for program events, including venue arrangements, volunteer coordination, and participant registration, ensuring smooth execution.
* Assist in preparing and submitting required grant reports, ensuring accuracy and compliance with grant guidelines.
* Support the management of program finances, ensuring that spending adheres to budgetary guidelines and resources are optimized.
* Ensure the efficient use of program resources, including materials, volunteers, and partnerships, to maximize the program’s impact.
* Work closely with the Director and other stakeholders to ensure alignment with program goals and effective communication across the team.
* Weekly check-ins with the Director to ensure project priorities and challenges are regularly tended to.
* Be present and actively serve in leadership at each of the Pathways Bridges onsite events throughout the year (approximately three)
* Other responsibilities as assigned by the Director.

**Core Competencies**

* Committed to continuously grow in intercultural competence.
* Build and maintain relationships that are rooted in honesty, integrity and honor confidentiality.
* Work cooperatively with others to produce innovative solutions.
* Communicate clearly and accurately, in writing and orally, with unifying messages that motivates people to action.
* Attention to details and deadlines.
* Provide gracious hospitality.

**Qualification**

* Two to four years’ experience in event coordination
* Familiarity with grant management and reporting processes.

**Education**

* High school degree with some college or related experience

**Travel**

Travel within EPA&GNJ will be necessary for Pathways Bridges cohorts.

**Start Date: January 1, 2025**

**End Date: Duration of the Grant**

Annual Stipend: $20,000 (Monthly payments of $1,666.67)

Contractor Name:

Contractor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: Alyssa Ruch

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_