

Position: Program Coordinator, Crossroads Grant
Department: Office of Continuing Education
Full-time or Part-time: FT Exempt
Hours per week: 35
Months per year: 12
Work Schedule: PTSem Office Hours; flexible/variable based on programming needs; remote-friendly position, driving distance to the Seminary campus is preferred.
Reports to: Associate Dean of Continuing Education

Job Purpose: The Office of Continuing Education at Princeton Theological Seminary (PTS) offers ministry leaders opportunities for theological formation, spiritual renewal, and leadership development. The purpose of this role is to facilitate and manage PTS's initiative funded through the Lilly Endowment, Inc, on nurturing children through worship and prayer. The Crossroads Project at PTS centers community-based study of children with intersectional identities—those who are both disabled and BIPOC—as well as their families and congregations. The Crossroad Project will foster research, design and host training events, launch a network, design and facilitate an online program for leaders, support sub-grants that launch tailored programs for Black and immigrant congregations, and oversee the launch of a children's book series.

The Program Coordinator role has four main responsibilities: (1) managing relationships and a cohort-based research & sub-granting process with local congregations of color with disabled children and their families; (2) overseeing a sub-granting process in collaboration with two Centers at PTS, (3) collaborative design of a certificate program for children's ministry practitioners as well as two major events, and (4) building and leveraging a national network of congregational leaders for learning and resource sharing.

The Crossroads Project at PTS anchors children's ministry in the work of Continuing Education, by developing resources for Christian leaders of color who minister with disabled children. The Program Coordinator will report to the Associate Dean of Continuing Education and will work in close collaboration with the Senior Research Scholar of the Crossroads Project, the Continuing Education team, and student staff.

This position is grant-funded through December 2028

ESSENTIAL FUNCTIONS:

Administrative Leadership

40% duty time

- Works collaboratively with the Continuing Education (Con Ed) staff to organize online and in-person events pertinent to the project's objectives and activities, for example, conferences on Disability and Children's Ministry.

- Works collaboratively with the Senior Research Scholar to oversee the experience of congregations in a research cohort, including a process of sub granting for programmatic development
- Organizes and manages workflow of collaborative process for creating theologically robust and research-grounded resources, including a certificate for children's ministry practitioners.
- Cultivates and manages relationships with relevant vendors to project activities, including but not limited to online resources, children's book development, or ministry network activities.
- Works collaboratively with Con Ed staff and the Marketing and Communications Office to develop and manage an online footprint for the project, as well as marketing strategies to engage new audiences in relevant programming.
- Collaborates with colleagues in Con Ed on events and programs and, when needed, presents information to showcase the Crossroads Initiative at Seminary events, in-person or online.
- Drafts and submits preliminary budget and narrative reports related to project activities, working closely with the Business Manager in the Office of Continuing Education, the Associate Dean of Continuing Education, and the Office of Advancement.

Program Leadership

40% duty time

- Communicates and interprets the purpose and goals of the Crossroads Project (i.e., a research-based resource development program with diverse children's ministry partners) to ecclesial, organizational, and academic bodies in order to strengthen networks, promote the program, and recruit participants.
- Manages the application process for all sub granting, reviewing applications and references, as well as application processes and registration for Disability and Children's Ministry conferences.
- Manages the resource design process for congregational and Center partners receiving subgrants.
- Works closely with Seminary Events and Hospitality team, and other relevant internal offices in the design and offering of two major conference events.
- Launches and runs online and in-person activities relevant to the national network building component of the grant.
- Works closely with the Office of Online and Digital Learning to develop a Micro Certificate for practitioners, leveraging the research and congregational cohort experiences of the Crossroads Project for an online audience.
- Administers, assesses, and edits the various learning components of the program, including synchronous and asynchronous in-person, online, and hybrid courses and events.

Institutional Support

10% duty time

- Forms and maintains positive relationships with faculty, administration, staff, and students of Princeton Theological Seminary.
- Collaborates with the Con Ed staff to share and to learn best practices and expertise with and from colleagues and students at Princeton Theological Seminary.

- Participates in Seminary events, programs, and initiatives as agreed upon with Supervisor.

Leadership and Network Responsibilities

5% duty time

- Prioritizes and implements practices of inclusion and hospitality to every person in the wider Princeton Theological Seminary and IYM community, including participants, leaders, colleagues, collaborative partners, and students.
- Cultivates and nurtures relationships with key leaders in the wider academic and children's ministry ecology, including leaders in similarly-oriented organizations, established and emerging scholars, funders, and partner institutions.

Supervisory Responsibilities

5% duty time

- Recruits, trains, supports, and supervises project-related student staff according to program, event, and project needs.
- Meets regularly with student workers and manages onboarding, logistics, and performance.
- Supports and contributes to hiring efforts that meet operational and missional needs for Continuing Education.

OTHER FUNCTIONS:

- Other duties may be assigned by the Associate Dean of Continuing Education.
- Availability for quarterly on-campus meetings is a requirement.

QUALIFICATIONS & SKILLS

- Bachelor of Arts, with concentrations in communication, business administration, public administration, entrepreneurship, or related fields preferred.
- Minimum 3 years' experience in program coordination/management.
- Experience working in or with children's ministry and ideally one of the following fields, as well: disability ministry, ministry with immigrant congregations, or ministry with congregations of color.
- A demonstrated desire to work at the intersection of innovation and Christian children's ministry.
- Excellent organization, administrative, interpersonal, and communication skills.
- Proven track record of planning and facilitating meetings, gatherings, and events.
- Ability to learn quickly and master computer systems and programs necessary to facilitate work tasks, such as Microsoft Office 365, Zoom, Monday.com, Mailchimp, and Brightspace.
- Proven commitment to equity, inclusion, diversity, and belonging.
- Ability to work cooperatively with colleagues and other diverse constituencies.
- Ability to maintain confidentiality and sensitive information.
- Actively supports and advances the mission of Princeton Theological Seminary.

PREFERRED QUALIFICATIONS:

- A demonstrated understanding of diverse Christian congregations.
- Fluency in a language other than English, with Spanish highly preferred.
- Master of Divinity or graduate degree from a theological school preferred.

PHYSICAL / ENVIRONMENTAL DEMANDS:

Ability to be mobile on campus with any needed accommodation, works in office environment, lifts up to 20 lbs., remain in a stationary position 50% of the time, wrist and hand movement related to computer work.

This description reflects essential functions of the position, it does not restrict tasks that may be assigned or changed at any time.

Prepared by: **Erin Raffety, Abigail Rusert, Tom Chester** Date: **Sept 2025**