



## **Baptist General Convention of Virginia, Inc.**

### **Job Description: Coordinator of Christian Faith Formation and Administrative Assistant**

The position of Coordinator of Christian Faith Formation and Administrative Assistant is a role critical to supporting the work of the Baptist General Convention of Virginia, Inc. (BGCVA) for “Building, Growing, and Changing Congregations and Communities Together” as part of the Lilly Endowment, Inc. grant. This position reports directly to the Co-Directors of the Lilly Endowment, Inc. grant.

Compensation: \$ 2,500.00 per month

Timeframe: May 2024 – December 2028

Position Type: In-Person

Hours: 20 hours per week

#### Responsibilities

Assist with the management and execution of the “Building, Growing, and Changing Congregations and Communities Together” grant

#### *Coordinator of Christian Faith Formation (40%)*

- Development and oversight of the curriculum in three module trainings of cohort congregations across Virginia on a yearly basis in consultation with grant staff
- Determination and selection of teachers, trainers, and consultants in execution of trainings in consultation with grant staff
- Report findings of training sessions back to the team and determine where improvements and efficiencies need to be addressed
- Coordinate the educational training across Virginia for the cohort churches

#### *Administrative Assistant (60%)*

- Manage the project schedule for grant related activities
- Coordinate logistics of arranging training sessions
- Answer, address, and respond to telephone calls and emails sent to the project team and office
- Develop printed and digital materials for the project team as requested and deemed appropriate
- Assist with distribution of materials, both printed and digital, to appropriate BGCVA stakeholders in working closely with the Program Secretary for BGCVA

#### Skills and Qualifications

- Familiarity and experience in Baptist, congregational settings
- Willingness and ability to work in religious setting(s)
- Ability to teach in varying class sizes
- Ability to travel (30%)
- Working knowledge of Microsoft Office and Google Suite software
- Excellent time management and interpersonal skills
- Ability to multitask
- Ability to pay attention to detail
- Creative thinking
- Excellent phone etiquette
- Familiarity with office equipment, intercom systems, and fax machines
- Required education: Master’s Degree; Master of Arts in Christian Education (preferred)

For more information or to apply, please email [info@bgcva.org](mailto:info@bgcva.org) or call (804) 228-2421.