

## Family and Community Ministries Manager

Hilltop Presbyterian Church  
hilltopchurch.org



40 hours per week

\$22 - 25 an hour based on skills and experience.

Reports to: Pastor/Head of Staff

Hilltop Church is a congregation of the Presbyterian Church (USA) located in Mendham, NJ. The Family and Community Ministries Manager is not a 9-5 M-F job. Each week is different, with work on Saturdays, Sundays, and evenings often necessary. The incumbent will work with the pastor to ensure a mutually beneficial work/life balance.

### Position Overview:

- Coordinate and administer educational and fellowship ministries for the children (infant through 12<sup>th</sup> grade) of the congregation.
- Develop and administer practices and programs to revitalize the church's ministry to youth (5<sup>th</sup> – 12<sup>th</sup> grade) and their families.
- Implement strategies to strengthen links between the church and the families of Hilltop Christian Nursery School and our Cub Scout Pack.
- Develop and administer community-focused programs in missions and fellowship that strengthen the church's connections with Mendham and the surrounding communities.

### Qualifications:

- **Education:** College degree required.
- **Experience:** Minimum of two years previous experience as a Christian Educator, either professionally or as a volunteer. Recent involvement as a participating member of a worshiping community is important, with preference for a background in Protestant, particularly Presbyterian or other Reformed, setting.
- **Skills:**
  - Ability to talk about the Bible and Christian faith comfortably, but not necessarily with a great depth of theological knowledge.
  - The ability to recruit, train, and motivate volunteers and teachers.
  - Experience interacting productively with children, teens, and parents.
  - Ability to manage and provide hands-on leadership of multiple programs simultaneously.
  - Comfort with social media, communications, and consumer software tools.
  - Public speaking.
- **Interpersonal:** Ability to consistently interact with members of the church and community in a professional, respectful, and courteous way that is appropriate for a representative of a Christian church.