



Spiritual Community Program Coordinator Job Posting

- Position Title:** Spiritual Community Program Coordinator
Organization: SSUC (Spiritual Seekers United in Community/Southminster-Steinhauer United Church)
Position Type: One year (42 weeks) contract with possibility of renewal, \$35,000 - \$40,400 estimated at 30-37 hours/week. Exact details of the contract to be negotiated with the successful candidate.

Position Summary

The Spiritual Community Program Coordinator works collaboratively with other SSUC staff and volunteers to animate communities of support by developing and coordinating small group programs and activities.

About SSUC

SSUC is a unique in person and online spiritual community, located in both Edmonton and Saskatoon, that is:

- An expansive spiritual community with a focus on exploring wisdom for spiritual depth and health. SSUC welcomes all spiritual seekers that share a commitment to four core values: celebrating diversity, engaging life with spiritual depth, inspiring compassion and connection, and making a meaningful difference.
- Working toward peace and justice among all people, and toward the protection and restoration of the integrity of the Earth and all creatures. We do this with a growth mindset characterized by honesty, integrity, openness, respect, intellectual rigor, courage, creativity, compassion, inclusion, and love.
- A safe and vibrant spiritual home for all. As the first affirming United Church in Alberta, SSUC welcomes everyone, including those in the 2SLGBTQIA+ community. It is the home of Emberwood (queer and ally nature programming) and Camp Dragonfly (summer camp for trans and gender creative children).

Responsibilities

As a member of the leadership team, the Spiritual Community Program Coordinator will help to identify, enable, and support programs and small groups for all ages. The work will involve:

- Collaborating and working closely with committees and programs in order to:
 - Support existing in-person and online programming
 - Identify and implement new in-person and online programming and small groups offered for SSUC community members and the wider community.
 - Nurture intergenerational connections and opportunities for leadership

- Liaising with wider community stakeholders, becoming aware of and learning about challenges community members are facing (e.g. child and youth mental health, houselessness) in order to better coordinate programming within SSUC and in conjunction with broader community outreach goals
- Connecting in person and virtually with members of the SSUC community including presence and visibility in Sunday gatherings
- Coordinating existing children's programming
 - in cooperation with the minister and other volunteers, ensure availability of expansive resources for children's program leaders;
- Collaborating with Emberwood as program coordination opportunities arise
- Identifying needs of SSUC and broader south Edmonton community youth, especially in relation to our core values and affirming commitment, in order to conceptualize and propose programming that would serve these needs.

Requirements

- Openness to an expansive exploration of spirituality/christianity
- Post-secondary education in a related area or equivalent work experience
- Minimum one year experience in a coordinating type of role, ideally within a church or community-based non-profit organization
- Familiarity with standard computer office products and relevant project and communication tools
- Highly organized and excellent time management
- Strong oral and written communication
- Ability to establish and sustain new relationships with individuals and groups of all ages
- Ability to work independently and collaboratively in a team environment
- Ability to apply an equity and justice lens to the work
- A satisfactory criminal record check and vulnerable sector check
- Access to a car and valid driver's license is an asset

How to Apply & Commitment to Equitable Hiring

Please submit your resume and cover letter quoting the job title to SSUCapplications@gmail.com by January 19, 2024.

SSUC is committed to the principles of equity and diversity and encourages applications from all qualified persons, regardless of gender, gender expression, sexuality, physical ability, tradition, or culture.