

NAE Bless Your Pastor Coordinator Job Description

The Bless Your Pastor Coordinator is a part-time (approximately 10 hours per week) position. The Coordinator will help manage Bless Your Pastor, a national campaign of the National Association of Evangelicals. This campaign is part of the NAEfinancialhealth.org initiative that is funded by the Lilly Endowment Initiative to Address Economic Challenges Facing Pastoral Leaders.

Qualifications

- Personal faith in Jesus Christ as Savior and Lord
- Agreement to and affirmation of the NAE Statement of Faith (available at NAE.net)
- Willing to become a member of the National Association of Evangelicals
- Regular attendance at an evangelical church
- Proficient in use of Microsoft applications
- Excellent organizational and administrative skills
- Strong communication skills (written, phone and interpersonal)
- Experience with Wordpress, Emma or another email platform, and video editing preferred
- Familiarity managing social media accounts
- Minimum of three years of work experience
- Baccalaureate degree preferred
- Willingness to work as part of a team and flexibility to adjust to needs of a small office
- Capability and experience to fulfill responsibilities listed below

Responsibilities

- Manages media relationships and press requests
- Schedules phone and Zoom meetings for the National Director of NAE Financial Health
- Assists in managing the Bless Your Pastor website
- Works with Bless Your Pastor partners to create customized BlessYourPastor.org popups or landing pages
- Collects information and send reports to Bless Your Pastor partners, as needed
- Coordinates with PR firm and NAE team to post content on Facebook, Twitter and other accounts
- Engages with pastors and churches concerning eGift honorariums for pastors who have completed courses or whose church reported a Bless Your Pastor offering amount
- Processes and handles incoming email requests and phone calls on a daily basis
- Helps coordinate speaking and travel arrangements for National Director of NAE Financial Health
- Travels on behalf of NAE Financial Health (not to exceed 2-3 days per year)
- Other responsibilities as assigned

Relationships

- The Bless Your Pastor Coordinator reports to the National Director of NAE Financial Health

- The Bless Your Pastor Coordinator works with the NAE Financial Health Coordinator and Communications Director.

Compensation and Work Schedule

- Position starts in June or when a qualified candidate is found
- Hourly rate dependent on experience and expertise
- Flexible hours and work location, but must be available to check and respond to emails and messages on a daily basis Monday through Friday
- The coordinator is a part-time employee hourly position. However, 1099 freelancers that serve other clients will also be considered.

To apply for the Bless Your Pastor Coordinator position, email a cover letter, resume and at least two work references to Brian Kluth at Brian@BlessYourPastor.org