

## ***Religious Education Coordinator***

THE COMMUNITY CHURCH OF NEW YORK

*New Position Opening*

*The Community Church of New York, located in the Murray Hill section of Manhattan, is a multiracial, multicultural, multigenerational Unitarian Universalist congregation grounded in progressive values and inspired by history. Living on a fragile planet in a vulnerable time for our nation, Community Church is a hub for active citizenship, and the building and nurturing of authentic spirituality in community. Thinking of ourselves as a 200 year old start-up, Community Church has the advantage of age and the relevance brought on by generative, out-of-the-box thinking. We are seeking a full-time Religious Education Coordinator to join our innovative, collaborative staff team.*

POSITION: Religious Education Coordinator  
SUPERVISOR: Jil Novenski, Director, Religious Education for Children and Youth  
STATUS: Full Time, 40 hours per week  
SCHEDULE: Sundays required. Other days negotiable. Hybrid position.  
SALARY: \$70,000, with full benefits package  
START DATE: August 1, 2024  
TO APPLY: Please send cover letter and resume to Jil Novenski, Director of Religious Education for Children and Youth at [jnovenski@ccny.org](mailto:jnovenski@ccny.org).

### POSITION DESCRIPTION

At Community Church, Religious Education programs occur throughout the week. The RE Coordinator will have a strong work ethic, be excited about innovating, and have a flexible and collaborative mindset. Scope of work will include co-creation directly with the DRE, autonomous administrative tasks and direct program work with children, youth & families. Duties will include:

- *Managing RE calendar and shared drives*
- *Weekly newsletter production*
- *Co-Creating Sunday curriculum*
- *Direct classroom teaching both online and in person*
- *Coordinating volunteers & special events*
- *Partnering with Director of Media for external marketing campaigns*
- *Partnering with Minister for Community Engagement to build community partnerships*

### REQUIRED COMPETENCIES:

- *Strong organizational skills and initiative in developing organizational systems.*
- *Strong interpersonal skills and the ability to relate well with children, youth, parents & caregivers.*
- *Experience using the following tech platforms/software: MS Office, G-Suite, Canva/Adobe Creative Suite, Mailchimp.*
- *Training and experience as an anti-racist educator.*
- *Creativity and a passion for justice (environmental, social, racial)*
- *Good writing skills.*
- *Alignment with the Unitarian Universalist principles.*

### COMPENSATION AND BENEFITS:

annual salary \$70K, flex time, four weeks vacation, 90% healthcare, dental, vision, 12 paid holidays, 401(k) after one year.

***Members of historically marginalized communities encouraged to apply.***