



WorkLight is a redefining of a ministry that has been positively impacting lives for over 30 years. Formerly known as Christians in Commerce, we are transforming the way we reach and support Christians in the workplace. This engagement-centered endeavor includes a new brand, enhanced content, additional media channels, on demand resources, and innovation toward younger and more diverse audiences.

With the onset of COVID-19, our plans to pivot from in-person meeting structures to a dynamic digital engagement model have been accelerated from year-on-year to week-to-week. In this acceleration we have identified program and ministry as a critical area of need for our growing audience. We are looking to hire an entrepreneurial and self-driven **Ministry Program Manager** to help lead the organization along this new path.

Reporting structure

The Ministry Program Manager will report to the President, work closely with our Program Committee, and directly manage a team of volunteers, consultants, part-time, and full-time staff as it relates to virtual and remote program strategy, development, and implementation.

Job Overview

The Ministry Program Manager will oversee strategic and operational program development in support of the WorkLight mission to equip Christians to be God's presence in the workplace.

The ideal candidate will display strong project management and organizational skills with an entrepreneurial spirit to enhance program offerings for a growing and diversifying audience. The Ministry Program Manager will have direct oversight for the development and management of program and event design, staff, suppliers, execution, and supporting technology.

The Ministry Program Manager will work with internal and external stakeholders to inventory and align WorkLight's portfolio of programs and events to the needs of our current and growing audience and members. This role will also support ongoing communications initiatives, outreach efforts, and operational enhancements.

This role will function primarily through technology such as teleconference, telephone, and email. Thus desire to authentically connect with others in building a high functioning team and culture is critical. Flexibility will be required in the form of 5-10% travel, blended in-office and remote work, and adaptation to dynamic organizational strategy.

Compensation

\$45,000-55,000 annual salary Competitive health benefits Employer-supported retirement

To apply, please send resume and cover letter to careers@worklight.org



Responsibilities and Duties

- Manage a portfolio of existing programs that inspire people to connect with God and one another in Christian unity.
- Coordinate national and regional delivery of programs such as WorkLight StoryNight events, Working for our Father series workshops, Annual Conference, and WorkLight Small Groups.
- Build and operationalize a performance-based dashboard for management of ministry assets.
- Inventory and optimize existing ministry and program initiatives for growth in target audience.
- Support collaboration between program, communications, fundraising, and operations.
- Oversee budgets, contracts, consultants, technology, interdepartmental coordination, and ongoing improvements to operational functions.
- Research, track, pursue and support opportunities for external strategic partnerships.
- Work with President and Committees to align program and ministry with organizational strategy.
- Leverage volunteer time and talent through networks of staff, board members, volunteers, partners, local leaders, chapter officers, and past program participants

Qualifications

- Strong, well-formed Christian faith and a foundational knowledge of the theology of work.
- Growth mindset and lifelong learner. Desire to develop strategy and solutions in the face of ambiguity.
- Bachelor's degree in business, management, marketing, or related field.
- 5+ years of experience with project management, ideally within a fast-growing ministry environment.
- Strong leader with ability to manage internal and external remote teams effectively.
- Proficiency in Microsoft Office, Excel, Google Suite, project management, database and CRM systems.
- Ability to effectively design, deliver, and support delivery of programs and projects via multiple platforms (e.g., Zoom, Asana, Google for Nonprofits, Google Labs, Uber Conference, PhoneBurner, Bloomerang, etc.)
- Excellent verbal, written, and interpersonal skills.
- Demonstrated success in program delivery, event planning, and volunteer management.
- Passionate about living out the values of WorkLight in the course of their own work.
- Capacity to connect with audiences ranging greatly in age, culture, and background.
- Eager to serve humbly, lead boldly, and connect authentically as part of a team.

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