



Eager to dedicate your professional life to Jesus? Wish you could start every meeting with prayer? Ready to lead within a dynamic family of brothers and sisters in Christ? Join WorkLight!

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, on demand resources, program innovation, event digitization, and innovation toward younger and more diverse audiences across the USA.

We are looking to hire an entrepreneurial faith-based leader as our **Ministry Program Director** to guide the ministry along this new path.

Reporting structure

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

Job Overview

The Ministry Program Director 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 Director of Program will have direct oversight for the development and management of program and event design, staff, suppliers, execution, and supporting technology.

The Ministry Program Director will work with internal and external stakeholders to 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, earned revenue opportunities, 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. Minneapolis-based is highly preferred.

Compensation

\$70,000-85,000 annual salary Competitive health benefits Employer-supported retirement

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



Responsibilities and Duties

- Build a portfolio of 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, Chapters, and WorkLight Small Groups.
- Build and operationalize a performance-based dashboard for management of ministry assets.
- Inventory and optimize ministry and program initiatives for growth in target audience of 20-45 year olds.
- Support collaboration between program, communications, fundraising, and operations.
- Inform staff and board on program strategy, design, performance, assessment, implementation, and growth.
- Research, track, pursue and support opportunities for external strategic partnerships.
- Work with President and Committees to align program and events 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. Master's degree preferred.
- 10+ years of experience with program leadership, ideally within a fast-growing ministry environment.
- Strong leader with ability to manage internal and external remote teams and volunteers effectively.
- Proficiency in Microsoft Office, Excel, Google Suite, project management, database and CRM systems.
- Ability to effectively design, deliver, and evaluate programs and projects via multiple platforms (e.g., Zoom, Asana, Google for Nonprofits, Google Labs, Uber Conference, PhoneBurner, Bloomerang, etc.)
- Excellent verbal, written, interpersonal, leadership, and facilitation skills.
- Demonstrated leadership in programs, 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 faith-based team.

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