

Interim Part-Time Coordinator of the Threshold Ministry

Decatur Presbyterian Church (DPC) is a growing, 800+ member church in downtown Decatur next to the MARTA station. We are seeking an organized individual with a heart and mind for ministry to serve those in need as the Interim Coordinator of the Threshold Ministry. This person will oversee the compassionate and effective delivery of referral and spiritual services to Threshold Ministry clients. Duties include coordinating the scheduled operations of the Threshold Ministry, supervising the cadre of volunteers, and working with **both internal and outside groups to fulfill the Threshold Ministry's mission to those in need in the community.**

Individuals who are interested in applying are strongly encouraged to review the values and beliefs of Decatur Presbyterian Church, which can be found on the church's website: www.dpchurch.org. Resumes and cover letters should be submitted via email to the following address: Thresholdsearch@dpchurch.org. The deadline for submitting resumes for this position is April 26.

The Interim Coordinator should be available to start in mid-May and will serve until the permanent Coordinator is brought on board in August or September. The Interim Coordinator will be eligible to be considered for the permanent Coordinator position, but will need to reapply and be interviewed separately for the permanent position.

Skills and Qualifications

- Strong problem-solving and leadership skills
- Ability to interact with people of all ages and different cultural backgrounds
- Demonstrated ability to work independently and as a member of a team
- Strong interpersonal skills
- Sound computer literacy and skills
- Experience working with and encouraging volunteers
- Effective oral and written communication skills
- Ability to work flexible hours
- Ability to stay within budget for salary and expenses

Job Type

- Part-time, paid position (Mondays and Thursdays 8:30am-12:30pm, plus additional 6-8 hours per week)

Experience

- Working with the homeless or those in need: 1 year (Preferred)
- Working with volunteers: 1 year (Preferred)
- Leadership: 1 year (Preferred)

Education

- **Bachelor's Degree** in sociology or related field (Preferred)