



Connecting Ministries Coordinator

July 2026

Classification: Non-Exempt

Status: Part-time, Hybrid (on-site and work remote)

Reports to: Ministry Team Director

Summary Description

Fourth Presbyterian Church is seeking an organized, welcoming, and detail-oriented Connecting Ministries Coordinator to oversee program planning and participant experience for Sunday morning Coffee Hour and Connecting Ministries special events, such as Open House Chicago and Get Connected Sunday. The Connecting Ministries Coordinator will serve as the primary coordinator for operations, volunteer coordination, hospitality, and participant support. This individual will ensure a seamless and positive experience for participants, volunteers, and staff.

Schedule: The role is a temporary part-time position working up to 29 hours per week. Employees are expected to work on-site three days per week. Specific in-office days will be determined in collaboration with your supervisors. Evening and Sunday hours will be required; otherwise, the schedule is flexible.

Essential Functions:

Planning & Logistics

- Serve as the lead coordinator for all Coffee Hour and event logistics
- Coordinate room setup, signage, registration areas, hospitality spaces, audiovisual needs, and traffic flow.
- Ensure all event spaces are prepared and functioning.
- Serve as the primary on-site point person for logistical questions and troubleshooting.

Hospitality

- Create a welcoming and hospitable experience for all participants.
- Coordinate refreshments, meals, and hospitality services as applicable.
- Assist attendees with navigation, accessibility needs, and questions.
- Support a culture of Christian hospitality and inclusion.

Volunteer Coordination

- Recruit, schedule, train, and supervise Coffee Hour and special event volunteers in collaboration with church staff.

Communication

- Share accurate and timely event information through congregational communications channels, such as weekly e-newsletter and worship bulletins.
- Request necessary signage and other print communications to support coffee hour and special events.

Post-Event Responsibilities

- Coordinate event breakdown and space restoration.
- Reconcile attendance records and event materials.
- Submit a brief post-event report that includes attendance metrics, operational observations, and recommendations for future events.

Education and Experience

- Bachelor's degree and experience in event planning and volunteer coordination.

Required Skills and Abilities

- Exceptional organizational and project management skills.
- Strong computer skills, particularly online platforms for scheduling and event management
- Strong interpersonal and customer-service orientation.
- Ability to remain calm and responsive in a dynamic event environment.
- Excellent written and verbal communication skills.
- Experience coordinating volunteers preferred.
- Ability to lift and move light event materials as needed.
- Familiarity with church environments and faith-based organizations preferred.

Compensation

- Hourly Rate: \$25.00–\$30.00 per hour, based on experience, qualifications, and the scope of responsibilities.

Physical Requirements and Work Environment

The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with different abilities to perform essential functions.

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15-25 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.
- Must be able to participate in online virtual communications, including email, video conferencing, and other online tools used to facilitate virtual office culture and work sharing.

- Smoke- and drug (illegal or recreational)-free environment.
- Fourth Presbyterian Church and Chicago Lights aim for accessibility in any off-site location that we have control of, but some of them may not be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, and scanners. An employee is regularly required to communicate effectively via computer, via phone, and in person.
- Fourth Presbyterian Church's/Chicago Light's office is located in downtown Chicago.

EEO Statement

Fourth Presbyterian Church and Chicago Lights are committed to equal employment opportunity for all qualified persons, without regard to race, color, citizenship status, national origin, ancestry, sex, sexual orientation, gender identity and/or expression, age, creed, physical or mental disability, marital status or familial status, veteran status, military status, source of income, political affiliation, or any other factor protected by law. Fourth Church and Chicago Lights seek to build and retain a diverse staff and is committed to fostering an equitable and inclusive workplace where everyone is treated as a respected and valued member of the team.

Fourth Church and Chicago Lights are committed to elevating the voices of individuals of all backgrounds, including but not limited to women and people of color, Native people, immigrants and refugees, low-income people, LGBTQ+, and transgender, gender non-conforming, and non-binary people, people with disabilities, and accordingly encourage qualified individuals from all communities to apply.