



Orthodox Christian PRISON MINISTRY

Church Programs Manager

Job Title: Church Programs Manager

Location: Remote

Reports to: Director of Programs

Status: Full Time (40 hours/ week)

Classification: Exempt

Orthodox Christian Prison Ministry

OCPM is a national, faith-based non-profit organization. OCPM serves those who are incarcerated and their families, and provides resources, training and support to our ministry partners so that lives are transformed and God is glorified.

Position Summary

As the national prison ministry of the Orthodox Church in the United States, OCPM trains, inspires, and partners with churches and local communities —inside and outside of prison— to support the restoration of those affected by incarceration.

Under the direction of the Director of Programs, the Church Programs Manager will lead and expand OCPM's outreach to Orthodox churches interested doing prison ministry. This individual will lead the development and implementation of innovative programs, working closely with churches to determine which OCPM program model fits best with the resources and engagement level of that specific community. The Church Programs Manager will drive the growth of parish-based ministries by conducting in-person and virtual training sessions with churches and provide ongoing coaching services as parishes develop local ministries. The Church Programs Manager will cultivate and maintain relationships with local ministry leaders, ensuring a strong, cooperative relationship between local and national initiatives.

The person in this role will coordinate with the OCPM Programs Team to understand best practices, develop new church programs, and identify areas of focus to best meet the needs of the people we serve. He or she will be a primary spokesperson for OCPM, stewarding relationships within the Orthodox communities nationwide.

The desired individual should have a superior ability to communicate with others and be able to quickly make a connection with people from diverse backgrounds. As one of the public faces of OCPM, the Church Programs Manager should have an energetic and proactive approach, and a superior ability to network and steward relationships. He or she should have advanced project management, relationship management, and time management skills and an ability to work well with the OCPM team.

This will be a remote position. The Church Programs Manager will primarily report to and interact with the Director of Programs and staff via email, phone, and video chat, with a moderate amount of travel expected.

Responsibilities

Church Partnerships & Program Management

- Manage and develop all of OCPM's Church Programs, including but not limited to Storybook Connections, Early Church History, Pen Pals, Toolkit Programs
- Perform day-to-day delivery of OCPM's Church Program services
- Manage and grow OCPM's relationship with parish-based prison ministries throughout the country, ensuring cooperative and communicative relationships
- Liaise between parish-based prison ministries and other programs staff, maintaining the relationship from the partner or volunteer side.
- Encourage existing parish programs to collaborate with OCPM by taking advantage of OCPM training, programming, and coaching.

Church Ministry Development & Cultivation

- Drive OCPM's efforts to initiate parish-based prison ministries for both clergy and laity
- Work with the OCPM team to identify potential partner communities and cultivate relationships with local leaders to jumpstart church-based ministries
- Conduct initial assessments of inquiring church groups or lay people seeking to get started and then create an action plan for further engagement based on their unique circumstances
- Lead training sessions for OCPM's Church Programs, coordinating other staff as needed
- Oversee the development of new success models, engagement points, and training resources for parish-based prison ministries.
- Participate in and present at public OCPM events to promote programs to parishes and to identify and cultivate new relationships that will be beneficial to Church Programs and OCPM in general.

Record Keeping

- Maintain thorough records of all contacts, including engagement plans, program enrollments and notes using OCPM's Program Management system in Salesforce
- Track church engagement, action plans, and next steps via dashboards, reports, and other system tools.

Qualifications and experience

The candidate should have the ability to work as part of a collaborative team, with open, calm communication on very sensitive matters. He or she should have superior ability to manage priorities and workflow; tolerant in a changing work environment; problem-solving and analytical skills; willing to work with and include individuals of diverse backgrounds; respectful and appreciative to OCPM's mission; a self-starter needing little supervision.

The candidate should be comfortable with presenting publicly and conducting trainings.

He or she should have strong relationship management experience, with preference given to those who have experience coordinating volunteers in a nonprofit setting. Those with strong experience in project management or a proven track record of working in a sales process should consider applying.

Bachelor's degree or equivalent and 4-6 years related experience, or combination of education and experience preferred.

As a small organization, a significant amount of flexibility and teamwork is required. Employees are expected to work collaboratively to ensure OCPM's success.

Additional information

- OCPM does not have a central office. The candidate will work out of an office in his or her own home. OCPM will provide or pay for reasonable and necessary office supplies.
- OCPM is a small but growing organization. The candidate should feel comfortable in a startup-like environment where he or she can influence and help build the ministry.
- The Church Programs Manager will meet with church groups throughout the United States. He or she will be expected to meet with groups virtually on an almost daily basis and periodically do evening meetings.
- This position will require the candidate to travel to meet with church groups in person, and for staff meetings, and industry events with 6-9 trips expected per year. Some weekend travel is expected, most especially to conduct trainings.

How to Apply

Send a cover letter and resume to communications@theoocpm.org