

The Association of Welcoming & Affirming Baptists

P.O. Box 7834, Louisville, KY 40257

1-888-906-AWAB

PROGRAM COORDINATOR

Position Brief

The Program Coordinator oversees and advances key engagement initiatives for the Association of Welcoming & Affirming Baptists (AWAB), including webinars and educational programming, awards and scholarships, resource development, AWAB Sunday, the Annual Lecture, and AWAB's participation in regional and national gatherings.

Working closely with the Executive Director, staff, committees, and other volunteer leaders, the Program Coordinator helps cultivate meaningful programming, strengthen relationships among member congregations and educational partners, and develop resources that equip churches in their ongoing commitment to LGBTQ+ inclusion and affirmation.

Working Relationships and General Responsibilities

- Report directly to and check in weekly with the Executive Director.
- Attend regularly scheduled staff meetings.
- Participate in AWAB's Annual Board/Staff Retreat.
- Work collaboratively with the Executive Director and all AWAB staff.
- Develop and maintain positive relationships with AWAB member congregations, educational partners, committee members, and other organizational partners.
- Provide regular updates regarding programs, projects, timelines, and emerging needs.

Qualifications

- Strong organizational and project management skills.
- Ability to communicate clearly and effectively in written and verbal formats.
- Willingness and ability to work collaboratively with a variety of personalities, congregations, and ministry contexts.
- Experience coordinating events, programs, educational offerings, or volunteer committees.
- Ability to work independently, take initiative, and manage multiple projects simultaneously.
- Ability and willingness to learn new skills and technologies as beneficial to the position.
- Passion for AWAB's mission and a demonstrated commitment to LGBTQ+ inclusion and affirmation within Baptist life.

Specific Areas of Work

Webinars and Educational Programming

- Organize AWAB's webinar series, including identifying and recruiting speakers, coordinating schedules, developing program content, and overseeing logistics.
- Create promotional timelines and collaborate with staff to market webinars and other educational offerings.
- Manage participant registration and communication before and after events.

- Develop evaluation tools and survey participants to assess effectiveness and identify future webinar topics and resource needs.
- Maintain records of participation and provide periodic reports regarding engagement and attendance trends.
- Identify opportunities for new educational programming responsive to the needs and interests of AWAB member congregations and partners.

Regional and National Gatherings

- Partner with the Executive Director to coordinate AWAB-sponsored events and gatherings at regional and national meetings.
- Assist with planning, logistics, registration, promotion, hospitality, and follow-up for AWAB events.
- Help identify opportunities for AWAB visibility, relationship-building, and engagement at gatherings across the Baptist landscape.

Awards and Scholarships

- In coordination with the Awards Committee, solicit nominations for AWAB's annual awards from member congregations, educational partners, and individuals.
- Convene and support the work of AWAB's Awards Committee.
- Coordinate the review process and communication related to award recipients.
- Partner with the Executive Director and Awards Committee to establish and implement a congregational award recognizing exemplary welcoming and affirming ministry within an AWAB member church, as well as an award recognizing queer biblical and theological scholarship.
- Coordinate AWAB scholarship opportunities, including promotion, application processes, communication with applicants, and support of selection processes as appropriate.
- Assist with the recognition and promotion of award and scholarship recipients through AWAB communications and events.

AWAB Sunday

- Partner with AWAB staff to determine the annual date and focus for AWAB Sunday.
- Coordinate requests from congregations seeking AWAB participation in worship services, educational events, and related activities.
- Develop and distribute resources to support congregational participation in AWAB Sunday.
- Encourage participation among member congregations and identify opportunities to expand the reach and visibility of AWAB Sunday.

Annual Lecture

- In coordination with the Lecture Committee, assist with programming and logistical details for AWAB's Annual Lecture.
- Convene and support the work of the Lecture Committee as needed.
- Assist the committee and Executive Director in identifying and securing a lecturer and host location at least one year in advance, allowing promotion of the following year's lecture to begin during the current Annual Lecture.

- Coordinate with AWAB staff regarding lecture promotion, registration, participant communication, hospitality, and follow-up.

Resource Development and Member Engagement

- Develop and produce video resources highlighting how member churches have navigated their welcoming and affirming journeys.
- In partnership with Aubin Petersen and the Executive Director, develop a congregational toolkit that enables churches to implement and adapt the Another Story® program within their own ministry contexts.
- Assist in identifying resource needs among member congregations and coordinate the development of tools, guides, and educational materials that support welcoming and affirming ministry.
- In partnership with the Communications Coordinator, evaluate, update, and maintain AWAB's online resource library.
- Seek opportunities to highlight, share, and adapt resources developed by AWAB member congregations and educational partners.
- Maintain regular awareness of the programming and resource needs emerging from AWAB's growing network of congregations and partners.

First-Year Priorities and Measures of Success

During the first year, the Program Coordinator will work with the Executive Director, staff, and volunteer leaders to establish sustainable rhythms for AWAB's programming and member engagement. By the conclusion of the first year, success in the position will include:

- Establishing and maintaining a regular schedule of webinars and educational programming that responds to the interests and needs of AWAB member congregations and partners.
- Developing and implementing a consistent process for evaluating educational programs, tracking participation, and using feedback to inform future programming and resource development.
- Advancing the Another Story® congregational toolkit toward completion and use by congregations, while also developing video and other practical resources that share the experiences and wisdom of AWAB member churches.
- Strengthening AWAB Sunday through coordinated planning, accessible congregational resources, and increased participation and engagement among member churches.
- Establishing clear annual processes and timelines for AWAB's awards and scholarships, including development of the new congregational award and recognition of queer biblical and theological scholarship.
- Supporting a successful Annual Lecture while working with the Lecture Committee and Executive Director to secure the following year's lecturer and host location at least one year in advance.
- Strengthening AWAB's presence and engagement at selected regional and national gatherings through thoughtful planning, hospitality, visibility, and follow-up.
- Developing strong working relationships with AWAB staff, committees, member congregations, educational partners, and volunteer leaders, becoming a trusted and responsive point of connection for AWAB programming and resources.
- Working with the Executive Director to assess the position's scope, priorities, and opportunities for continued growth at the conclusion of the first year.

Position Expectations and Compensation

- Anticipated start date: as soon as possible.
- Part-time position averaging 20 hours per week.
- Annual salary range: **\$25,000–\$30,000**, commensurate with experience.
- The Program Coordinator reports directly to the AWAB Executive Director.
- A 90-day review will assess how the position is functioning, clarify priorities, and identify opportunities for growth and development.
- The Program Coordinator is expected to review, agree to, and work in accordance with AWAB's Personnel Policy Handbook.
- Some travel and occasional evening or weekend availability may be required in connection with AWAB programs, gatherings, and events.

For further employment information, see AWAB's Personnel Policy Handbook, which is the primary document concerning AWAB employment.