



JOB DESCRIPTION

HIRING



**PROTESTANT RELIGIOUS
EDUCATION COORDINATOR**

OFFUTT AIR FORCE BASE

1099
CONTRACT

OMAHA, NE

Send your resume to info@sawyerglobal.com



SERVICES SUMMARY

- **Location:** OFFUTT AFB, WA
- **Schedule and Workload:** Schedule to be determined

QUALIFICATIONS:

- Must be able to clearly express the concepts of the Christian doctrine
- Must possess a minimum of three (3) years' experience in religious education coordination in a Protestant church or military chapel setting to include:
 - Recruiting, training and coordination of volunteers;
 - Establishing appropriate religious education curricula in coordination with a pastor, minister, denomination, and/or other church authorities;
 - Coordinating and administering multiple small and large programs in a dynamic environment;
 - Planning, programming, budgeting and executing Protestant religious education programs
- Must possess a working knowledge of cross-service military rank structure and military customs, courtesies and protocol
- Must undergo and pass a background check
- Must complete all training necessary to perform duties

RESPONSIBILITIES:

- Coordinate Protestant religious education programs for the Offutt Chapel Protestant community, to include recruiting, training, and placing volunteers into service to the Offutt Protestant community
- Assist in the planning, budgeting, scheduling and execution of a comprehensive program of religious education events and activities
- Coordinate and/or execute all Offutt Protestant religious education programs with the guidelines set
- Produce a weekly Offutt Protestant religious education programs bulletin for distribution
- Produce and distribute an annual Protestant religious education program planning and event calendar
- Maintain records of enrollment and attendance at all Protestant religious education programs and classes
- Maintain a current roster of volunteer Protestant religious education teachers and staff
- Project the required amount of religious education, to include Vacation Bible School, curriculum materials required for each fiscal year
- Attend meetings as required