



Job Opening: Family Life Director, Southminster Presbyterian Church

Location: Beaverton, Oregon

Compensation: \$30–\$35 per hour

Position Overview:

Southminster Presbyterian Church, an inclusive and progressive congregation in Beaverton, OR, is seeking a passionate, creative, and adaptable Family Life Director. This part-time position is classified as exempt and requires approximately 80 hours per month, plus an additional 40 hours over the year for special events (such as a mission trip or family weekend trip). The Family Life Director is responsible for establishing an enthusiastic, positive environment to enhance Southminster's Children's and Youth ministries, and other "family life" programs of the church. The Director leads ministry to K–8th graders, supervises the Nursery/Preschool Coordinator and High School Youth Coordinator, and provides oversight for all Family Life special event programming.

About Southminster Presbyterian Church:

Southminster Presbyterian Church has a long history of progressive ministry and social justice advocacy. We are committed to theological exploration, meaningful service, and fostering an inclusive faith community. Our members actively engage in making a positive impact within the church and the broader world. Learn more about Southminster at www.southmin.org.

Key Responsibilities:

- **Ministry and Teaching:** Plan, prepare, and deliver yearlong spiritual lessons from Southminster's progressive curriculum for grades K–8, including teaching about progressive Christianity and other World Religions; lead community service and "faith into action" activities; facilitate coordination of OWL and Parent/Caregiver OWL groups. You will need to lead Sunday School for one age group most Sundays of the year.
- **Supervise Family Life Staff:** Supervise and provide oversight and support to the Nursery/Preschool Coordinator and Youth Coordinator.
- **Program Planning and Execution:** In collaboration with the Family Life Committee, develop and manage the Family Life Program calendar, including seasonal programs, family get-togethers, mission trips, and church-wide special events.
- **Volunteer Leadership:** Recruit, schedule, train, and support volunteers and substitutes for K–8th grade programming and oversee this process for Nursery/Preschool and Youth programs.
- **Communication and Family Connections:** Maintain weekly email communication with parents and families; track attendance; welcome and orient new families; and monitor the Children's Ministries page on southmin.org.
- **Child Safety:** Create a welcoming and safe environment in classrooms; initiate and track background checks for volunteers; ensure adherence to all child safety policies.

- **Resource and Budget Management:** Oversee budget expenditures, submit recommendations to Family Life Elders, and help set budgets for the upcoming fiscal year.
- **Administrative:** Regularly attend staff and Family Life committee meetings; maintain attendance and contact records; coordinate newsletter and calendar updates with the Office Coordinator.

Qualifications:

- **Education:** Bachelor's degree in education, theology, counseling, social work, or a related field.
- **Background/Perspective:** Basic familiarity with the Bible and supportive of progressive Christian theology. A history of participation in progressive faith communities is a major plus.
- **Experience:** Proven experience working with children and youth in the context of church ministry, social justice work, counseling, mentoring, or teaching, with a strong ability to connect authentically with young people.
- **Leadership:** A confident and compassionate leader who can engage children and youth while effectively managing programs, staff, and events.
- **Organizational Skills:** Strong ability to plan, coordinate, and execute activities, events, and lessons across a diverse program calendar.
- **Commitment to Inclusion:** Passion for creating an inclusive and welcoming environment in alignment with Southminster Presbyterian Church's values.

What We Offer:

- A warm, inclusive, and collaborative church community.
- Opportunities to make a meaningful impact on children, youth, and the broader community.
- Paid time off according to church policy.
- Opportunities for continued education to support professional growth.

How to Apply:

If you are excited about leading children and youth ministry in an inclusive, faith-filled environment, please submit your **resume, cover letter, and three references** to **personnel@southmin.org**.

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Join Southminster Presbyterian Church in inspiring and equipping the next generation to live lives of faith, service, and compassion!