

## ST. PAUL'S EPC

Position: Women's Services Coordinator

---

Status: Part time position, no benefits

Reports to: Pastoral Staff/Leadership Team

Summary: Lead and manage service initiatives aimed at supporting women in our church. The position emphasizes female leadership and requires a compassionate, organized, and proactive individual dedicated to addressing the needs of women and coordination with available area resources.

### Qualifications:

A deep abiding faith in Jesus Christ as Lord and Savior

Degree in Social Work, Human services or related field. Christian guidance training is a bonus.

Proven experience in social services, particularly focused on women's issues

Strong leadership and organization skills

Excellent communication and interpersonal abilities

Commitment to the mission of St. Paul's EPC

### Key Responsibilities:

Provide strong, empathetic Christian spiritual leadership to foster a supportive and inclusive environment to women of St. Paul's EPC.

Conduct needs assessments for church women, and for homeless people in the community who come to St. Paul's EPC for help. Develop and implement support plans based on those assessments.

Establish partnerships with agencies, and coordinate resources and referrals to ensure comprehensive support for service recipients.

Design and oversee programs in support of women. Monitor and evaluate program effectiveness to adjust as needed for better outcomes.

Maintain accurate records of all services provided and prepare regular reports for church leadership. Also, ensure compliance with all relevant regulations and guidelines.