

*For over 75 years, Episcopal Relief & Development has been working together with supporters and partners for lasting change around the world. Each year the organization facilitates healthier, more fulfilling lives for more than 3 million people struggling with hunger, poverty, disaster and disease. Inspired by Jesus' words in Matthew 25, Episcopal Relief & Development leverages the expertise and resources of Anglican and other partners to deliver measurable and sustainable change in three signature program areas: Women, Children and Climate.*

## **Program Officer, Engagement**

The Program Officer, Engagement performs all aspects of volunteer management for the engagement team, including but not limited to recruiting, educating, equipping and inspiring volunteers to build awareness within their congregations, organizations, schools, dioceses and networks while supporting Episcopal Relief & Development's core values and strategic goals.

### **As Engagement Program Officer you will:**

- Develop, engage and inspire volunteers within the congregations, schools, dioceses and organizations of The Episcopal Church
- Design digital tools and toolkits to equip volunteers in their work supporting and increasing visibility and awareness of Episcopal Relief & Development
- Create strategies to monitor and evaluate the engagement level of Episcopalians and friends in the dioceses, congregations, schools and organizations of The Episcopal Church
- Develop and maintain training and formation materials for distribution in relationship with faith and formation communities
- Represent Episcopal Relief & Development while preaching, teaching and presenting to various constituencies
- Proactively manage all logistics for network meetings, General Convention and other Engagement events

### **You Are:**

- A confident communicator who has sound judgment and exceptional verbal and written skills
- Comfortable in Christian communities and gatherings with strong knowledge of the culture and structure of The Episcopal Church
- An organized multi-tasker who is adept at managing competing priorities and meeting deadlines in a fast-paced environment
- A self-starter who takes initiative; you know how to bring people together and get things done
- An enthusiastic team member who is excited to work cross-functionally with other departments, volunteers, Episcopalians and friends with tact, diplomacy and sensitivity to diversity
- Proficient in Microsoft Office (especially Excel and PowerPoint), Adobe Creative Suite, including Photoshop and InDesign, WordPress, web design, social media and P2P fundraising tools



Episcopal  
Relief & Development

Working Together for Lasting Change

### **You Have:**

- A shared commitment to Episcopal Relief & Development's values, principles and philosophy
- A Bachelor's Degree or equivalent experience
- A minimum of two (2) years of volunteer recruitment and management; Experience with campaigns (a plus)
- A minimum of three (3) years of experience working within a faith-based agency or nonprofit organization
- A minimum of three (3) years of public speaking and presentation experience
- The ability and willingness to travel approximately 30% of the time and work a varied schedule including evenings and weekends

### **How To Apply:**

Email resume and cover letter to [careers@episcopalrelief.org](mailto:careers@episcopalrelief.org) with the subject line "Program Officer, Engagement." For more information, visit our website at [www.episcopalrelief.org](http://www.episcopalrelief.org).

\* Generous benefit package offered.

*\* Episcopal Relief & Development provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other legally protected status.*

*Episcopal Relief & Development offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time.*