



Faith United Methodist Church
261 West Chapel Ridge Road
Pittsburgh, PA 15238
412-963-8155 (office)
www.faithfoxchapel.org

POSITION OPENING:

CIRCLES PROGRAM COACH (PART TIME)

Position Summary: Circles Sharpsburg is a chapter of the Circles USA anti-poverty program, located at the Roots of Faith Ministry Center (800 Main St., Sharpsburg PA 15215). The Circles Program Coach is responsible for collaborating with the Director of Outreach Ministries in the planning and implementation of the Circles Sharpsburg anti-poverty program. The Coach is responsible for providing ongoing support for Leaders, Allies, and Volunteers; coordinating recruitment, enrollment, and training; running the weekly Circles meetings; supporting the resource teams; and providing administrative support for the Circles program.

Qualifications:

- Minimum of an Associate's degree required in a relevant field.
- Bachelor's degree or 5+ years of relevant work experience preferred.
- Experience working with diverse socio-economic communities, a deep knowledge of poverty, skills in community organizing and volunteer management, and an awareness of the social service resources in the community.

Hours: 20 hours per week.

Compensation: Competitive hourly wage.

To Apply: Please send a cover letter and resume to: circlesjob@faithfoxchapel.org