



• *Called to Common Good*

April 6, 2021

## Job Description

Assistant Program Manager

### Summary

- This part-time, non-exempt position helps ensure that our programming is successfully planned, publicized, and executed. This position will be about 15 - 20 hours per week, with relatively flexible working hours.
- Secondary responsibilities consist of the varied tasks one might expect of a small team with a huge calling.

### Overview of Flourish San Diego

- We help people and churches grow into the fullness of what they were created to be so that they may join God in helping our city become all that it can be.
- We believe three key elements are required to help form churches that are seeking the common good of their world. Such churches:
  - Understand the comprehensive scope of God's mission in the world (the renewal of all things);
  - Embrace the biblical vision of vocation, wherein Gods gifts and calls his people into other-centered service; and
  - Implement effective discipleship practices that form congregants' hearts and minds for authentic, powerful, and glad participation in the mission of God.
- Toward these ends we have a few key initiatives:
  - Events: We lead various small groups, seminars, and large group events to help people grow in their faith for the purpose of being a redemptive presence in their spheres of influence.
  - Collective Academy: We also conduct a learning community of congregational leaders who are discipling people to steward their vocational power on mission with God.

### Reporting Relationships

- This position reports directly to the Executive Director.
- Mutual accountability with other staff and volunteers.

### Key Responsibilities

- Coordinate logistics for successful meetings, webinars, retreats, and other teaching events.

- Conduct and assist in the recruiting and publicity of events. This includes the development and maintenance of a customer relationship management database.
- Tracking and reporting of program status and impact.
- Assistance in promoting our presence and brand via our website(s) and on social media.
- Administrative responsibilities as delegated.

### Qualifications

- Heart for service. Desire to learn and grow. Eye for detail.
- An enthusiastic agreement with Flourish San Diego’s values, approach, and vision for seeking the flourishing of humanity and creation (particularly in our city).
- Great ability to work as a team player, bringing energy and constructively creative ideas to bear on projects at hand.
- Great with deadlines, punctual, trustworthy, credible as well as responsive and available during agreed upon work hours.
- Excellent verbal and written communication skills.
- High level of comfort with technology, particularly with cloud-based, internet-centric technologies and solutions like (G-Suite, Mailchimp, Eventbrite, etc.)
- Capacity and willingness to learn CRMs is required.
- Good graphic design eye and familiarity with software/tools (Microsoft Office and Adobe Creative Suite)
- We are an Apple-centric work environment.

### Helpful Qualifications

- Bonus: Ability to create, maintain, and protect websites. Experience with Wordpress a plus.
- Experience with a CRM like Salesforce or equivalent.

Compensation will be based on experience and qualifications. We are not able to offer healthcare to our employees, but we do have a 403b plan. Please express your interest in this position by sending your resume and cover letter to:

Dr. Geoff Hsu  
[geoff@flourishsandiego.org](mailto:geoff@flourishsandiego.org)

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