



Open Position: Program Coordinator – Forward Movement Discipleship Initiative

Forward Movement is seeking a full-time Program Coordinator for the Discipleship Initiatives to lead the work of a new four-year discipleship project funded by the J. C. Flowers Foundation, including the creation of the Center for Discipleship & Renewal within Forward Movement. The Program Coordinator will serve as a strategic partner in the launch and growth of Forward Movement's new discipleship initiative. This role combines organizational excellence with leadership in planning, execution, and evaluation. The coordinator will manage daily operations, ensure excellence in program delivery, and contribute to shaping the vision and strategy of this emerging initiative.

Qualifications:

- Bachelor's degree or equivalent experience; degree work in a related field (theology, nonprofit management, communications) a plus.
- 5+ years of experience in program coordination, event planning, or nonprofit leadership.
- Demonstrated ability to design, plan, and deliver successful programs or events.
- Excellent organizational and project management skills.
- Strong written, verbal, and interpersonal communication abilities.
- Proficiency with collaboration tools (Google Workspace, Zoom, Teams project management platforms) and podcast editing software or willingness to learn.
- Experience in a faith-based or nonprofit setting; knowledge of the Episcopal Church preferred.

Key Responsibilities and Tasks:

Strategic Leadership & Planning

- Partner with the Director to set program goals, timelines, and priorities.
- Develop systems for project management, evaluation, and accountability.
- Contribute ideas for program design, innovation, and long-term sustainability.

Program & Event Execution

- Lead planning and logistics for discipleship conferences, workshops, and retreats.

- Oversee registration, communication, scheduling, and follow-up processes.
- Represent the initiative to participants, partners, and other stakeholders.
- Prepare high-quality resources and event materials.

Media & Communications

- Manage podcast production: guest coordination, scheduling, recording logistics, editing, and publishing.
- Support communications strategy, including newsletters, web updates, and social media campaigns.
- Maintain databases and foster consistent stakeholder communication.

Organizational & Operational Support

- Coordinate calendars, meetings, agendas, and action item follow-ups.
- Prepare reports and briefing materials for leadership.
- Assist with budget tracking, invoices, and reimbursements.
- Anticipate operational needs and implement solutions proactively.

This is a full-time position. Work based in our Cincinnati office is preferred, but we will consider ideal candidates to work remotely. Some travel will be required.

Inspiring disciples and empowering evangelists worldwide every day since 1935, Forward Movement produces excellent, innovative resources to encourage spiritual growth in individuals and congregations. Our flagship offering is *Forward Day by Day*, a quarterly devotional with a circulation of 300,000. Forward Movement is a non-profit ministry of The Episcopal Church and is headquartered in Cincinnati, Ohio.

In its hiring and employment practices, Forward Movement does not discriminate based on race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, disabilities, or age.

A strong candidate for this position has been identified, but all applications will be considered.

Salary will be commensurate with experience. Forward Movement offers a full package of benefits.

Email resume and cover letter by November 20, 2025 to Tania Jones at jobs@forwardmovement.org.

Forward Movement
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