



Stephen Ministries is a not-for-profit Christian training and educational organization founded in 1975. It supports ministry in more than 13,000 congregations, representing 180 denominations, from the U.S., Canada, and 30 other countries.

Our mission is:

To equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ.

Ephesians 4:12–13

The 40-person staff of Stephen Ministries carries out this mission by developing and delivering high-quality, Christ-centered training and resources. These materials provide equipping and support in many areas, including caring ministry, grief support, spiritual gifts, ministry mobilization, inactive member ministry, church antagonism, assertiveness, caring evangelism, and more.

Mail or fax your résumé and cover letter to:

**Human Resources
Stephen Ministries**

2045 Innerbelt Business
Center Dr.

St. Louis, Missouri 63114

Phone: (314) 428-2600

Fax: (314) 428-7888

www.stephenministries.org

PROGRAM STAFF

NATURE AND SCOPE

- Contribute as a member of Stephen Ministries' program development and delivery team and grow into a leadership role.
- Work is accomplished primarily at the Stephen Ministries Center in St. Louis, Missouri, with occasional travel possible.

QUALIFICATIONS

- Minimum bachelor's degree (master's degree a plus) and excellent academic record
- Skilled in using current technology
- Strong oral and written communication skills
- Demonstrated experience and proficiency in writing, editing, and one or more of the following areas:
 - » Project management
 - » Supervising staff
 - » Presenting and speaking
 - » Marketing

RESPONSIBILITIES

Program staff serve on a team that writes and edits training presentations, books, manuals, publicity materials, and other resources. In addition, based on their individual gifts, strengths, experience, and interests, as well as the mission of the organization, program staff may:

- Serve as a project manager for specific product development or publicity efforts.
- Serve as a book marketing coordinator or marketing team member.
- Work with or manage elements of the customer service team, market research team, or consultation staff, supervising one or more staff members.
- Provide consultation by phone with Stephen Ministry congregations.
- Direct two or more one-week training courses conducted by Stephen Ministries in various U.S. cities each year— supervising a conference team, teaching sessions, interacting with and assisting participants, and coordinating with hotel staff and other vendors.
- Teach at introductory workshops throughout the country introducing people to Stephen Ministry training.

COMPENSATION AND BENEFITS

- Compensation competitive with that offered for similar responsibilities at for-profit organizations
- Full healthcare and dental benefits for employee and available for family
- Two weeks paid vacation per year
- One week sick/personal time per year
- Company-paid 403(b) retirement plan