

**Programming / Marketing Coordinator
Portiuncula Center for Prayer
Frankfort, Illinois**

The Portiuncula Center for Prayer Programming / Marketing Coordinator will collaborate with the Administrator in long range planning, research, design, administration and execution of the PORT's sponsored programs. Coordinate all aspects of programs and retreats to include scheduling, marketing and contracting with presenters.

Will assess ways to best use the resources of the campus ministries to meet the needs of the people of God. Incorporate the PORT vision and mission into the program offerings while creating a balanced calendar of program offerings.

Prepares marketing brochures, news releases and determines mailing groups for PORT's programs. Develops and executes marketing plan for each program, pursues creative methods of marketing and conducts post-program marketing review.

Requirements:

Masters Degree in Administration, Theology, Spirituality or related field required. Previous training in Theology required.

Qualifications:

Management, program design, research, oral presentation and written skills required.

Interested individuals should apply online at:

www.Provena.org/Careers

EOE