Position Title

Position Title: Cohort Administrator
Employer: Episcopal Diocese of Indianapolis – Indianapolis, IN
Status: Part-Time (15 hours per week)

Overview

The Episcopal Diocese of Indianapolis seeks a part-time (15 hours per week) Cohort Administrator who is detail-oriented and enjoys connecting with people. This person will provide primary administrative support for the formation of four different types of cohorts supporting Christian formation initiatives throughout the Diocese. These cohorts will be focused on equipping congregations, community leaders, and parents to create inclusive and supportive worship spaces and to help parents pass on the faith to the next generation.

This role will support two different grant initiatives in the Diocese of Indianapolis, primarily by identifying and gathering leaders, stakeholders, and parents into four types of cohorts in distinct interest areas, with the goal of empowering and supporting leaders in the church and faith formation.

While the rhythm of this position will be built primarily around organizing and supporting weekly cohort gatherings, work hours and schedule have significant flexibility. This position will be based in Indianapolis but may require some travel for the purpose of planning and executing an initial in-person cohort launch retreat event.

The Cohort Administrator will report to the Missioner for Formation and the Grant Director for the Centering All Children in Worship Program.

Key Responsibilities

- Collaborate with the Missioner for Formation and other diocesan and congregational leaders to identify and recruit candidates for 2-year cohorts of:
    - Parents of teenaged youth throughout the Episcopal Diocese of Indianapolis who are looking for support and greater comfort in faith formation at home (multiple parenting cohorts, which may be based either in individual worshiping congregations or regionally)
    - Stakeholders, experts, parents, and professionals committed to centering children in worship in the Episcopal Diocese of Indianapolis, one cohort in each of three different focus areas (1. music and worship, 2. creative arts in liturgy,

and 3. inclusion of children and youth with disabilities)

- Collaborate with the Missioner for Formation, Centering All Children in Worship Grant Director, and other staff to plan and coordinate an in-person cohort launch event
- Provide primary logistical support and collaborate in creating programming for monthly gatherings of these cohorts
- Carry out day-to-day administrative functions and provide ongoing administrative support for cohort-related activities, including monthly gatherings of each cohort
    - Maintain a calendar of cohort-related events
    - Manage reservations for cohort gatherings where required (such as at Waycross)
    - Prepare necessary materials for online and in-person meetings
- Process phone and email requests for information about the cohort program
- Work to intentionally build community among the cohorts through monthly cohort gatherings
- Coordinate with congregational leaders to ensure congregational support, especially of parenting cohorts
- Collaborate with the Missioner for Formation and Grant Administrator(s) to design and administer evaluations of cohort progress toward objectives
- Conduct detailed assessment and gather feedback from cohorts, using both quantitative and qualitative methods, to include administering pre– and post-cohort surveys
- Regularly communicate with both Grant Directors and the Missioner for Formation about all cohort-related activities, challenges, and suggestions
- Coordinate with other Diocese of Indianapolis staff as needed for additional cohort-related support

Key Gifts for Success in This Role

- Attention to detail
- Computer/technical ability
- Ability to document processes well
- Experience with project management
- A gift for helping to foster community
- Warm, welcoming, and responsive communication style
- Flexibility and willingness to adapt as grant activities and cohort/program needs evolve

Compensation & Structure

While part time, this is a salaried position with flexible hours and paid time off. Salary for this position is $17,160-$19,500, commensurate with experience.

Application Process

To apply, send a cover letter, CV/Resume, and three references to the Rev. Ian Lasch at lasch@indydio.org.