



Stephen Ministries is a not-for-profit Christian training and educational organization founded in 1975. It supports ministry in more than 12,000 congregations, representing 160 denominations, from the U.S., Canada, and 24 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 in many areas. These include 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 within the organization.
- Work will be accomplished primarily at the Stephen Ministries Center in St. Louis, Missouri, with occasional travel to conferences and workshops.

QUALIFICATIONS

- Minimum bachelor's degree (master's level degree a plus) and excellent academic record
- Skilled in using technology and the Internet
- Demonstrated experience and strengths in writing and editing and one or more of these areas:
 - » Presenting and speaking
 - » Supervising staff
 - » Project Management
 - » Marketing

RESPONSIBILITIES

Serve on a team that writes and edits training presentations, books, manuals, publicity materials, and other resources.

Coordinate or serve in other areas based on gifts, strengths, experience, interests and the mission of the organization. In addition to writing and editing work, program staff may:

- Serve as a project manager for major product development or publicity efforts.
- Serve as a book marketing coordinator or marketing team member.
- Work on or manage elements of the customer service team, market research team, or consultation staff, and supervise one or more staff members.
- Direct two or more one-week training conferences that Stephen Ministries conducts in various U.S. cities each year. This involves teaching sessions, interacting with and assisting participants, supervising a conference team, and coordinating with hotel staff and other vendors supporting the event.

COMPENSATION AND BENEFITS

- Compensation is competitive with corporate compensation for similar roles and typically exceeds congregational compensation
- Full health care, dental, and prescription drug benefits for employee and family
- Four weeks paid vacation per year
- Company-paid 403(b) retirement plan