

Programs Coordinator Job Description

Position Title: Programs Coordinator

Organization: Aurora United Church

Position Type: Part-time, 8-month contract

Program Year: November 2026 - June 2027

Location: Aurora, Ontario

Position Summary

Aurora United Church is seeking a part-time Programs Coordinator to develop, implement, and manage inclusive social outreach and youth engagement programs for the congregation and the wider Aurora community. This integrated role will support fellowship, increase participation across age groups, and establish a sustainable youth group program as AUC transitions into its new church building on Yonge Street.

Responsibilities Include:

- Establishing and overseeing a weekly youth group program that supports leadership development, mentorship, faith-based learning, service, teamwork, and personal growth.
- Engaging and providing support to youth and volunteers involved in planned youth activities.
- Working with church staff, volunteers, parents, congregants, and community partners to ensure developed youth programs are safe, welcoming, accessible, and aligned with AUC's mission.
- Planning and delivering a year-end social program that brings congregants, seniors, families, youth, and any of our Aurean neighbours together in celebration of community.
- Maintaining program records of activities, attendance information, volunteer lists, etc.
- Communicate and promote youth programs to encourage participation and raise awareness of AUC's role as a welcoming community hub.
- Monitor program effectiveness and recommend improvements in report format based on participant feedback and community needs
- Promote a safe and supportive environment that fosters belonging, resilience, positive peer relationships, and active participation across generations.

Qualifications and Skills

- Experience coordinating community, congregational, youth, social service, educational, or nonprofit programs.
- Strong organizational, planning, communication, and interpersonal skills.
- Demonstrated ability to work respectfully with youth, seniors, families, volunteers, and diverse community members.
- Knowledge of youth engagement, mentorship, leadership development, outreach, or faith-based programming is an asset.
- Comfort working collaboratively with church leadership, staff, parents, congregants, and external partners.

What Success Looks Like

- A sustainable youth group program that attracts and retains young people at AUC.
- An inclusive church year-end (June 2027) social event that brings congregants, seniors, families, youth, and any of our Aurean neighbours together in celebration of community.
- Provide year-end feedback on program effectiveness and recommendations for improvements based on participant feedback, community needs, and observations

How to Apply

Interested applicants are invited to submit a resume and brief cover letter outlining their relevant experience and interest in the role at Aurora United Church to:

socialmedia@auroraunitedchurch.ca. Applications will be reviewed as received.

Aurora United Church is committed to creating a safe, inclusive and welcoming environment for all. We encourage applications from people of all ages who share these values and are excited to support community connections across generations.