

***Gathered*: Cohort Program Manager (Part-Time)**

POSITION SUMMARY

The *Gathered* Cohort Program Manager will be responsible for recruiting, designing, and leading two two-year training cohorts for Christian clergy, lay leaders, and staff, equipping them to create more welcoming congregations for neurodivergent children and families. This role will take primary responsibility for identifying and engaging participants, developing curriculum, recruiting and coordinating trainers, providing coaching, and facilitating collaborative learning structures to support neurodiversity-inclusive worship for children in congregations.

ESSENTIAL FUNCTIONS

- **Recruit participants** for two, two-year, *Gathered* cohorts, ensuring diversity of background, geography, and experience.
- **Develop and adapt curriculum** for two two-year cohort cycles that equips clergy, lay leaders, and staff to create welcoming, neurodiversity-inclusive congregations, with a focus on neurodivergent children and their families.
- **Recruit, equip, and coordinate trainers and facilitators** to deliver program content and specialized expertise.
- **Provide coaching and support** to cohort members, helping them apply learning within their congregations and **facilitate collaborative learning structures** such as workshops, peer groups, and shared resource networks.
- **Build and maintain strong relationships** with cohort participants, trainers, and partner organizations.
- **Evaluate program outcomes** through feedback, assessments, and congregational impact measures, adjusting strategies as needed.

SKILLS AND EXPERIENCE

- Love and patience for all, grounded in a deep belief that the diversity of God's creation is a gift.
- Demonstrated strong understanding of neurodiversity and disability inclusion, particularly in church contexts.
- At least 2 years of experience leading adult learning, training programs, or cohort models.
- Skilled facilitator with excellent organizational and communication abilities, both written and verbal.
- Ability to manage technology and logistics to run smooth hybrid and/or fully digital meetings.
- Deep commitment to the Christian religious tradition, with openness to spiritual formation and transformation; familiarity with the Episcopal tradition or willingness to learn

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- This role is primarily in-person at St. Clement's Episcopal Church, with the option for flexible remote work and flexible scheduling in consultation with the supervisor.
- Requires movement and physical set-up for meetings and retreats
- Occasional travel to conferences or training within Minnesota and across the U.S. may be required.
- Some weekend and evening work required, as well as possible work on some federal holidays that are also Christian holy days (e.g., Christmas and Easter)
- Must be comfortable in a dynamic, sensory-diverse environment.

SALARY AND BENEFITS

- **Salary range:** \$30,000 to \$35,000 annually (20 hours/week), dependent on experience
- **Benefits:**
 - 10 vacation days per year. Additionally, *Gathered* offices are closed between December 26th and January 1st and the week after Easter Sunday.
 - Paid sick and safe time in accordance with Minnesota law
 - Employer pension contribution
 - Flexible work environment tailored to program needs
 - Opportunities for continuing education and training
 - *Note: Health insurance is not included in this part-time role*

REPORTS TO & LOCATION

- **Reports to:** *Gathered* Program Director
- **Location:** Candidates located in the Twin Cities area are preferred to facilitate regular in-person involvement, but exceptional remote candidates willing to travel frequently to St. Paul will be seriously considered.

HOW TO APPLY

To apply, please submit a brief cover letter, resume, and contact information for two professional references to: gatheredhiring@gmail.com.

Review of applications will begin on October 20th, 2025, and continue until the position is filled.