



Current Opening: Program Associate, Transforming Hearts (2026)

The Episcopal House of Prayer is seeking an experienced professional to serve in a grant-funded role focused on implementing the programmatic work of the grant in activities such as recruiting and retaining participants, designing contemplative curriculum, co-leading and teaching retreats and workshops, and assessment. This role performs administrative, organizational, communications, instructional, and evaluative tasks, in collaboration with the Director, to support the work of Transforming Hearts: An Ancient Wisdom Curriculum for Modern Congregations, which is funded by Lilly Endowment, Inc. through the Thriving Congregations initiative, hosted by the Episcopal House of Prayer in Collegeville, MN.

Required Competencies

This role requires a natural ability to take initiative, work both independently and collaboratively, and a strong desire to collaborate with the Director in executing the work of the grant initiative.

1. Demonstrated leadership in roles relying on strong organization and communication skills
2. Ability to plan ahead within a projected timeline and address immediate needs proactively in a team environment
3. Extremely resourceful; ability to address issues and concerns from a kind posture and in a well-informed manner
4. Familiarity with and demonstrated ongoing practice within contemplative spirituality and spiritual formation settings, preferably with formation in group spiritual direction
5. Previous teaching and facilitation experience in church or retreat settings
6. Previous experience with program evaluation and assessment
7. Previous education in ministry, theology, and/or spirituality, with a preference for master's degree level program completion

Key Areas of Responsibility

With attention to supporting administrative and curricular work, as well as cultivating relationships with program participants, primary activities for this position include lead support of programming and evaluative grant operations, investment in forming relationships with congregational leaders and members, and overall commitment to implementing the goals of the grant.

1. Administrative operations (communications with staff and participants, resourcing engagement materials, track evaluations and baseline measure completion rates, collaboration on event logistics).
2. Hospitality assistance (welcome retreatants, support the director with retreat logistics, build a contemplative culture).
3. Build and nurture relationships (ECMN staff, congregational leaders, cohort/cell participants, staff from other Thriving Congregations initiatives).
4. Program implementation and review (assist director with implementation of curricular edits and improvements, teach and lead some retreat and workshop sessions, review program event evaluations and participant baseline measures, assist with grant reporting).
5. Meet regularly with the Director to set priorities and ensure smooth operations (in-person and/or online); communicate with other EHoP staff.

EHoP, Transforming Hearts, Program Associate - 2 of 2

Relationships

Reports to: Director

Team members: Hospitality Manager, Bookkeeper, Community Content Coordinator, Curriculum Editor/Creator

Stakeholders: Board of Directors, ECMN Congregations, Grant Cohort and Cell participants

Location

The Episcopal House of Prayer in Collegeville, MN, occasionally in person. Also, at-a-distance.

Compensation

Part-time employee. Market-based cash compensation for 20-hour/week position. The hours worked can be flexible, and sometimes may need to be flexible to meet the needs of cohort participants and programming rhythms.

Note: EHoP is simultaneously hiring for three positions; consideration will be given to applicants who may be able to fulfill the work of more than one role.

Grant funding for this position will be available from 2025-2029.

Deadlines

Applications will be accepted through November 6, 2026. The expected start date is January 1, 2027.

Contact

Please reply with cover letter and resume to Christine Luna Munger, Director at directorhouseprayer@csbsju.edu.

Information on the mission, vision and offerings of the Episcopal House of Prayer can be found at www.ehouseofprayer.org.