

Job Title	Interfaith Relations Project Coordinator (Part-Time)
Employer/ Agency	Interfaith Ministries of Greater Houston
Job Description	<p>Interfaith Ministries (IM) for Greater Houston is an inclusive connector of people, faith communities and resources in our nation’s most diverse city, sustaining healthy and respectful lives for vulnerable populations and promoting interfaith relations and volunteerism.</p> <p>IM provides four areas of service to the greater Houston community including: Meals on Wheels, Refugee Services, Interfaith Relations and Community Partners, and Volunteer Houston. Each of these programs serve different communities but all are based on our shared beliefs and aspirations of building a more respectful, connected and caring society.</p> <p>Service is at the core of what we do at Interfaith Ministries. Through empathy and resilience, our employees help provide support to our community through programming and meaningful connection.</p> <p>About the Role</p> <p>Completed in 2019, the Brigitte and Bashar Kalai Plaza of Respect is an outdoor space designed to celebrate the rich interfaith diversity of Greater Houston. It is where IM hosts events that educate, inspire, and connect. This new position will be primarily responsible for assisting in expanding the multi-media educational content for the Plaza of Respect by creating a rich learning experience for both on-site and remote visitors. The goal of this work is to make the Plaza of Respect the destination for people to access high-quality, accurate, and relevant information about the Houston region’s religious communities, and to be a model for other cities around the country. The Project Coordinator will have expertise in writing content and capturing and editing audio and visual content for teaching about various religions and religious communities.</p> <p>Main Responsibilities</p> <ul style="list-style-type: none"> • Working with the Director of Interfaith Relations and Education, create and execute a long-range project plan for completing the Plaza of Respect educational programming project • Schedule interview/recording times, travel to off-site locations and record necessary material and footage • Gather and edit audio and video footage to create coherent and engaging videos with high educational value • Develop promotional initiatives for the Plaza of Respect educational content
Qualifications	<ul style="list-style-type: none"> • Two years of college-level work required • One year of related experience, preferably in the area of interfaith education • One year of experience with video and audio equipment, recording interviews, and recording interior and exterior building space. Knowledge of how to capture information in such a way as to create a coherent and compelling narrative/story. • Passion for interfaith education and cooperation. • Experience in editing captured material and uploading material to online platform. • Excellent interpersonal skills and the ability to work in a team environment and multicultural setting • Excellent verbal and written communication skills with a high level of attention to detail; proficiency in English required

	<ul style="list-style-type: none"> • Ability to multi-task and prioritize assignments to efficiently accomplish duties • Valid driver's license and automobile liability insurance as required by law.
Salary/Hours	Part-Time
Employer/Agency	Interfaith Ministries of Greater Houston
City, State, Zip	Houston, TX
Application Method	Apply here: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=341c55ec-cf2d-4989-adac-e8c10cf01b1e&ccId=19000101_000001&type=MP&lang=en_US&selectedMenuKey=CareerCenter
Opening Date	Immediate

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