

Wellness & Missions Coordinator (Part-Time)

Hours: 20-25 hours per week

Status: Part-Time, Non-Exempt

Reports to: Director of Connectional Ministries or designee

The Baltimore-Washington and Peninsula-Delaware Conferences of The United Methodist Church are seeking a Wellness & Missions Coordinator to support and strengthen our ministries of abundant health, Volunteers in Mission, disaster response, and global missions.

This role is perfect for someone who is energized by building systems, recruiting leaders, and ensuring mission resources flow where they are most needed. The Coordinator will serve as the staff representative for the Area Wellness & Missions Board, working closely with the Board Chair, Conference Global Ministries Secretary (CGMS), Volunteers in Mission (UMVIM) Coordinator, and Conference Disaster Response Coordinator (CDRC).

This is primarily a behind-the-scenes enabling role: you'll make sure the right people are in the right roles, supported with the right resources, and equipped to make a real impact in local communities and across the globe.

What You'll Do

- Support the Area Wellness & Missions Board and its leaders with planning, organization, and follow-up.
- Recruit, assess, and equip leaders at district and conference levels for wellness and mission initiatives.
- Activate networks so denominational resources reach leaders, congregations, and communities.
- Manage communications, reports, and web content related to Wellness & Missions.
- Oversee recordkeeping, budget reporting, and administration of mission-related grants and awards.
- Provide direct leadership for VOAD (Voluntary Organizations Active in Disaster) engagement.

What We're Looking For

- A commitment to the mission and values of The United Methodist Church, with cultural competence and passion for justice and inclusion.
- Strong organizational skills, attention to detail, and clear communication.
- Experience in recruiting, supporting, and equipping leaders.
- Ability to collaborate with diverse volunteers, board members, and staff.
- Comfort with CRM/project management tools (Arena, Brick River or equivalent a plus).

- Ability to work independently and manage responsibilities within a part-time schedule.

Why It Matters

The United Methodist Church believes wellness and mission are deeply connected — health is abundant life (John 10:10), not just the absence of illness. We affirm that *“health care is a basic human right”* and live this out through local and global initiatives in abundant health, Volunteers in Mission, disaster response, and global partnerships. This role helps the church be a hub of healing and wholeness for communities near and far.

If you are passionate about equipping others, strengthening networks, and making a tangible difference through behind-the-scenes leadership — we'd love to hear from you.

Application procedure:

To apply for this position, send a resume and cover letter outlining how you meet the specific requirements of the position to HR-BenefitsOffice@pdcbwc.org Applications will be reviewed until the right candidate is identified.

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