



Position: Regional Program Coordinator (Clarksville, Nashville, or Murfreesboro/Smyrna)

Status: Part-Time (August–April) / Full-Time (May–July), Non-Exempt

Reports to: Director of Program Strategy

Location: Based in assigned region (some travel required)

Compensation: \$20/hour, cell phone stipend, some travel reimbursement

Position Summary

The Regional Program Coordinator plays a key role in bringing Project Transformation Tennessee's mission to life at the local level. Serving as a bridge between young adults, children, host churches, and the community, this role ensures that programming is relational, high-quality, and aligned with PT's core values.

This is a dynamic, hybrid position:

- **During the academic year (August–April):** the coordinator focuses on relationship maintenance with host churches, assisting with young adult recruitment, and preparing for summer programs.
 - **Aug – March** – up to 10 hours a week
 - **March – April** – up to 20 hours a week
 - **May–July** – forty hours a week
- **During the summer (May–July):** the coordinator transitions to a full-time, hands-on leadership role, coaching young adult interns, supporting daily program operations, and nurturing community partnerships.

Key Responsibilities

Year-Round (10–20 hours per month)

- Maintain strong, ongoing relationships with host church partners and community stakeholders in the assigned region.
- Partner with host church(es) and advisory council to build relationships with schools and community partners to drive recruitment of children and youth participants to summer program.
- Partner with host church(es) to build relationships with families of children and youth who attend summer program.
- Assist with recruitment and selection of young adult interns by building relationships on college campuses, with local ministries, and within communities.
- Support pre-summer program preparation, including logistics, curriculum materials, and volunteer coordination.
- Assist with securing Federal feeding program for student breakfast and lunches.
- Assist with securing housing for local young adults.
- Participate in regional and statewide PT staff meetings and trainings.

Summer (Full-Time, May–August)

- Serve as an on-the-ground leader during summer programs, supporting multiple sites as assigned.
- Provide daily coaching and mentorship for young adult interns and site coordinators, focusing on leadership development, community building, and vocational reflection.
- Monitor program quality and fidelity to PT curriculum, ensuring literacy and social-emotional learning goals are met.
- Collaborate with host churches, volunteers, and families to ensure a welcoming, well-run program experience for all participants.
- Manage the Federal Feeding Program and data collection as needed.
- Support and participate in weekly community dinners, worship gatherings, and reflection sessions with young adults.
- Celebrate and document program impact stories through photos, quotes, and reports.

Qualifications

- Bachelor's degree in education, youth development, social work, ministry, or related field preferred.
- Previous experience with Project Transformation (as an intern, site coordinator, or similar role) strongly preferred.
- Demonstrated ability to mentor and support young adults.
- Strong relational and communication skills with both children and adults.
- Self-starter with strong organizational and problem-solving abilities.
- Comfortable working both independently and collaboratively.
- Alignment with Project Transformation's mission, Christian foundation, and commitment to diversity, equity, and inclusion.
- Willingness to work flexible hours during the summer, including some evenings and weekends.
- Valid driver's license and reliable transportation.

About Project Transformation Tennessee

Project Transformation Tennessee transforms communities by engaging children, college-age young adults, and churches in purposeful relationships. We envision a world rooted in love, pursuing equity for all people, and amplifying God's call on every life.

We are an Equal Opportunity Employer and welcome diverse candidates who reflect the communities we serve.

How to Apply: Email a resume and cover letter to Ellie Crain, Director of Program Strategy, at crain@pttennessee.org