

## **Discipleship Curriculum Coordinator**

### Pure Freedom

#### **Description:**

To *create raving fans* of subscribers by overseeing all aspects of our subscription programs from concept to delivery in the home and maintaining incredible customer service and experience.

#### **Required Skills:**

A strong Christian testimony; excellent written and verbal communication skills; strong organizational skills; a good sense of current trends and styles for our age demographics; understanding of project management principles; computer literate and able to learn computer programs quickly; in-depth understanding and philosophical alignment with Pure Freedom ministries, resources, and live events; willingness to listen and learn; ability to think creatively and analytically; must be able to lift 25 pounds consistently.

#### **Compensation:**

To be determined based on experience.

#### **Work Environment:**

Most of the work will be done in the Pure Freedom offices in State College, Pennsylvania with regular office hours.

#### **Hours:**

This will be a full-time, exempt position.

#### **Responsible To:**

Reports to COO.

#### **Tasks:**

- Oversee the ideation and creation of each month's materials for the subscription programs.
  - Schedule and run meetings for creation of the boxes.
  - Keep storyboards for boxes up to date to have visual guides for each box.
  - Source materials for boxes.
  - Order all printed materials for the boxes.
  - Order all resources/materials for the boxes.
  - Drive the process of monthly devotion content.
  - Create and maintain budgets for each month and consistently meet margins.
  - Use Asana to create recurring processes that grow our efficiency for each month's content.
- Oversee the packing and shipping of all boxes.
  - Organize and procure volunteers for the packing of the boxes.
  - Look for ways to bring down shipping costs.
  - Manage all inventory for subscription programs.

- o After the initial ship date make sure all future orders have boxes shipped within 24 hours (except on weekends/holidays).
- Maintain high levels of customer service for all subscribers.
  - o Work with office assistants and interns to engage with subscribers in order to build raving fans.
  - o Keep a pulse on the reasons people are unsubscribing.
  - o Provide a plan to prevent recurring issues.
  - o Understand all communication processes for subscribers and suggest ways to improve their experience.
- Keep records and reporting for all items for the box.
  - o Create and maintain reports for the growth of the subscription program.
  - o Organize and keep detailed records of box budgets and ordering procedures.
- Assist the Born To Be Brave Team with sourcing and packing of boxes.
- Perform other duties as assigned.

Other items: